



MOUNTAIN BROOK FIRE DEPARTMENT

POLICY NO. 106.02

VOLUME: 1

SUBJECT: Firefighter of the Year

SIGNED: _____

DATE: 11/4/2015

Chris J. Mullins, Fire Chief

SCOPE AND PURPOSE: Each year a member of our department is selected – based on outstanding performance – as Firefighter of the Year. The selection process to become Firefighter of the Year should be known by every member of this department. Likewise, the process to nominate a fellow employee for the honor should be known as well; therefore, the following guidelines have been adopted as the method by which the department will arrive at selecting the person to receive this honor.

COMMITTEE: A committee will be formed each year for the selection of Firefighter of the Year. The chairman duties of the committee shall be the responsibility of the Training/Safety Officer. The chairman shall have responsibility for meeting the timetables of this policy and presiding over all meetings necessary to fulfill the selection process. The chairman will present the final selection for the honor to the Fire Chief in written format detailing the reasons for selection.

The committee shall consist of the previous four active recipients of the honor. All four committee members shall have full voting privileges during the selection process. The chairman presides over the committee and facilitates the process without a vote. If a tie vote among committee members occurs, the chairman shall have authority to cast a vote to break a tie.

NOMINATIONS: Nominations will be accepted beginning October 15th of each year. Any member of the department can nominate a candidate as Firefighter of the Year. All nominations shall be in memo format and shall give explicit descriptions and details as to why a person is being nominated (what was done above and beyond, etc.). Nomination memos will be directed to the office of the Fire Chief where they will be copied to the nomination committee for consideration. The nomination process will be closed on November 15th.

All nominations should demonstrate an extraordinary commitment to the fire service. This can be evidenced by outstanding actions during the performance of his/her duties and can be demonstrated in many ways. A few examples are:

- Outstanding effort to improve the departments standing in the community.
- Exceptional service in the field through leadership, compassion, and dedication.
- Development of programs that improve the overall operation and well-being of the Mountain Brook Fire Department.

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The committee shall begin reviewing nominations beginning November 16th or the first working day thereafter. Notification of the time and place for the meeting will be given by the chairman.

SELECTION:

Charge to Committee: The committee will consider each Firefighter of the Year candidate based on the merits of their nomination.

The selection process shall be completed and the Fire Chief apprised of the committee decision on or before December 15th.