

## **HARRIS COUNTY FIRE FIGHTERS ASSOCIATION**

### **FIRE FIGHTER OF THE YEAR GUIDELINES**

Each year Harris County Fire Fighters Association selects and honors a fire fighter who has provided his / her department or the Fire Service in general with outstanding achievements. This can be as simple as outstanding job on a special project, leading out in a new endeavor, or making a dramatic rescue.

The nomination process begins in January of each year and closes October 31 at midnight. Listed below are the criteria for submitting a nominee.

1. Any person can nominate an individual for FIRE FIGHTER of the YEAR. The signature of the Chief or an Officer directly under the Chief is required on your nomination letter. Should the Chief be the nominee another Officer within the department signature is required. Please place nomination on Department letterhead, if available.
2. Nominee's department MUST be a member of the HCFFA. (With dues Current)
3. Nominee should be considered because of past heroism in a fire related act, dedication to training, introduction of new or innovative training methods, or years of dedicated service to the Fire Service.
4. Leadership abilities to be considered are: work knowledge, communications, creative ability, innovation, attitude, and interaction with other people.
5. Community involvement to be considered, either church or civic operations.
6. A nominee should be considered for the committees he/she may have served on and how these committees functioned under his/her guidance.
7. Provide nominee information in an electronic format to the extent practical.
8. ALL NOMINATIONS ARE DUE BEFORE MIDNIGHT OCTOBER 31.
9. Nominations may be sent via e-mail to the HCFFA Secretary or directly to Jerry Ickes @ [jerry.ickes@fmo.hctx.net](mailto:jerry.ickes@fmo.hctx.net)

Selection process:

1. During the month of November ALL nominations will be reviewed.
2. A review panel is selected. The review panel is typically made up former Presidents or VP's of the Association. (3 to 5) We attempt not to use a person from a Department that has submitted a nomination.

3. Review panel selects the nominee for Fire Fighter of Year and brings recommendation to Executive Committee
4. Executive Committee reviews recommendation and Fire Fighter of the Year is selected.
5. The Chairman of the Executive Committee is to notify the department and / or family of the Fire Fighter of the Year so that the department and / or family may attend the January meeting for the receipt to receive the award.
6. The Chairman of the Executive Committee is to submit the Fire Fighter of the Year to the 100 Club for consideration of an award by that group.