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The Commonwealth of Massachusetts
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Department of Fire Services

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STEPHEN D. COAN
STATE FIRE MARSHAL

MEMORANDUM

TO: Heads of Fire Departments

FROM: Stephen D. Coan
State Fire Marshal

DATE: July 1, 2013

SUBJECT: Firefighter of the Year

I am pleased once again to request nominations for the Annual *Firefighter of the Year* Awards. Over the past years, the *Firefighter of the Year* event has grown in stature to be the premier event that honors the heroic acts of the men and women in the Massachusetts fire service; and I hope that you will take the time to reflect on your own department's activities and sort out incidents that are worthy of recognition. I encourage you to participate in the process by selecting candidates from your department who have gone beyond the call of duty to serve their community.

Please forward your submissions of candidates performing outstanding acts of bravery and/or community service between July 1, 2012, and June 30, 2013, following the guidelines as attached.

Due to the outstanding response received in past years, the Heroic Awards Selection Committee once again invites chiefs to submit names of their personnel for the Scroll of Honor and the Patriot Award for service in support of either Operation Iraqi Freedom or Operation Enduring Freedom (Afghanistan). Guidelines can be found on the nomination form.

Your selections should be forwarded to Kerry Weihl at the above address no later than August 16, 2013. The committee will meet to review the nominations and forward their decisions to the Governor. **Fire chiefs who have submitted nominations will be requested to meet with the Heroic Awards Committee to further support their nomination(s) and answer any questions that the Committee may have.** You will be notified by our Events Coordinator as to the date and time to appear before the Committee.

I look forward to hearing from your department.

FIREFIGHTER OF THE YEAR AWARD

CRITERIA

I. NOMINATIONS

All nominations for the Massachusetts Firefighter of the Year Award must be submitted in writing on the form supplied and should be sent to **Firefighter of the Year, c/o Kerry Weihl, Department of Fire Services, P.O. Box 1025, Stow, MA 01775**. All paid, call, or volunteer firefighters may be nominated for recommendation as "Firefighter of the Year". Nominations must be initiated by the head of the local fire department and must be for performance between July 1, 2012, through June 30, 2013. The nomination must include a narrative signed by the fire chief detailing the acts. Any and all documentation, pictures, testimonials, or affidavits should accompany the nomination. Nomination forms will not be considered without the submission of a narrative from the fire chief.

The chief will be asked to attend the meeting of the Heroic Awards Selection Committee to provide a brief overview of the incident and answer any questions the committee might have. The Events Coordinator will contact the chief with the date and a specific time.

II. AWARD CRITERIA

Nominations may be made to recognize individuals and companies for performance in any of the following areas (**keeping in mind that firefighter safety should not have been unnecessarily compromised to affect the rescue, unless the potential benefit exceeded the actual/perceived risk**):

- a) Emergency Response – fire incidents including rescue of victims, incidents involving hazardous materials, vehicle extrication and rescue, rescue from heights or depth, confined space rescue, water or ice rescue.

- b) *Norman Knight Award for Excellence in Community Service* - Exemplary programs and/or actions including fire prevention, fire investigation, training, public fire education, or other innovative community service programs.

III. AWARD CATEGORIES *

- a) MEDAL OF HONOR
Awarded as the highest recognition.

- b) MEDAL OF VALOR
Awarded as the second highest recognition.

- c) NORMAN KNIGHT AWARD FOR EXCELLENCE IN COMMUNITY SERVICE
Awarded for exemplary community service programs and/or actions.

- d) GOVERNOR'S PERSONALIZED CITATIONS

*May be awarded to either individuals or companies

“FIREFIGHTER OF THE YEAR” NOMINATION FORM

(please return by August 16, 2013)

<u>Department:</u>	<u>Chief:</u>
<u>Nominee/s:</u>	

CATEGORY

<u>Check One:</u>		Emergency Response			
		Norman Knight Award for Excellence in Community Service			
<u>Check One:</u>		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Individual</td> <td style="width: 10%;"></td> <td style="width: 40%; padding: 5px;">Group</td> </tr> </table>	Individual		Group
Individual		Group			

INCIDENT

<u>Time:</u>	<u>Date:</u>
<u>Fire Box #:</u>	

Description: *(Please include the following elements into your narrative. Conditions of circumstances, weather, extent of personal risk, victim risk, assistance. Please feel free to use additional sheets of paper as needed.)*

Signed _____ *

Chief of Department

**You will be asked to appear before the Heroic Awards Committee to further support your nomination and will be notified as to the date and time by our Events Coordinator.*

(please send form to DFS by August 16, 2013)

Department: _____ Chief: _____

Scroll of Honor

Guidelines for submittal: Massachusetts Fire Service personnel who, have been deployed for active service in support of Operation Iraqi Freedom or Operation Enduring Freedom (Afghanistan) **during the period of July 1, 2012, to June 30, 2013.** Deployment need not have been specifically to Iraq or Afghanistan as long as deployment was in support of either of these two campaigns. Names will be printed and displayed in the Scroll of Honor at the Firefighter of the Year Awards Ceremony. Persons who have already been listed on the Scroll of Honor in previous years will remain on this year's list.

Name(s) of Fire Service Personnel for Scroll:	Department:	Fire Service Rank:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Patriot Award

Guidelines for submittal: Massachusetts Fire Service personnel who, while on deployment, performed heroic actions on the battlefield at great personal risk, demonstrating uncommon bravery and valor. This award will be for those personnel who were members of the Massachusetts Fire Service before deployment and returned to the fire service upon completion of deployment **during the period of July 1, 2012 to June 30, 2013.** (As the Patriot Medal is presented by the Governor to the recipient, the individual must have returned to the fire department or the nomination should be deferred until such time as the person has returned to fire department service. Note that these individuals may still be included on the Scroll of Honor). It would be helpful to include any citations for military awards presented to the member for the actions you are nominating them for. Recipients will receive a medal.

Name of Fire Service Personnel being nominated for Patriot Award:

Department: _____ Fire Service Rank: _____

Description: (Please include date(s) of heroic action and which campaign they were deployed to. Please feel free to use additional sheets of paper as needed.)