



## FIRE CHIEF OF THE YEAR Annual Award

### INTRODUCTION

This award, the most prestigious honor the IAFC's Great Lakes Division can bestow upon its chief fire executives, was conceived to recognize truly outstanding fire chiefs whose actions and leadership serve as an example for all other chief fire executives throughout the Great Lakes states.

### AWARD CRITERIA

Two awards will be presented; one for a Career Fire Chief and one for a 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 Great Lakes Division 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.
- 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 IAFC's Great Lakes Division
- Individuals nominating persons for the Fire Chief of the Year Award **do not** need to be members of the IAFC's Great Lakes Division.
- Remember, this is a lifetime achievement award, not one specific incident.

## NOMINATING ORGANIZATIONS

One nomination for Career and one nomination for Combination/Volunteer from each of the Great Lakes Division State Fire Chiefs Associations will be accepted, or any Association member in good standing may submit.

All nominations must comply with criteria below.

## NOMINATION PROCESS

### Nomination Period

The nomination period shall open on January 1<sup>st</sup> and close on March 1<sup>st</sup>, annually. Award recipient(s) shall be recognized the same year the award is presented. *Example: 2024 Fire Chief of the Year nominations shall be accepted January 1 to March 1, 2024.*

## NOMINATION DEADLINE

### Nomination Deadline

Nominations must be received by the close of business on March 1, annually.

## NOMINATION FORMAT

### Simple steps to meet the official nomination requirement:

1. **Cover letter on the organization's letterhead (pdf format sent to us via email)**, signed by the organization's chairperson, president or executive director, describing in less than 500 words the nominee's major accomplishments and why the candidate is being nominated.
2. **Send this above-mentioned cover letter via email to [GreatLakes.IAFC@gmail.com](mailto:GreatLakes.IAFC@gmail.com).** The letter must be a pdf attachment sent via email. Be sure to include supporting documentation, as suggested.
3. **Resume or CV** detailing the nominee's involvement in the fire service. *While this is optional, it is highly recommended.*
4. **Up to three (3) other documents supporting the candidate's nomination**, such as copies of awards, newspaper articles, or letters of recommendation from appropriate elected or appointed officials. *These additional documents are optional; however, such information makes it easier for the panel of judges to evaluate the nominees.*

## NOMINATION SUBMITTAL

Nomination of candidates for the Great Lakes Division's Fire Chief of the Year, by policy, must be registered via electronic means to the Great Lakes Division's Executive Director.

Email: [GreatLakes.IAFC@gmail.com](mailto:GreatLakes.IAFC@gmail.com)

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.

The Great Lakes Division is not responsible for submissions received past the deadline due to electronic errors or failure on part of the nominator to request return receipt for nomination submitted in hard copy. The Great Lakes Division reserves the right to remove nominations from consideration for any reason, up to and including failure to submit required documents as per this policy.

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

The President of the Great Lakes Division will appoint a Board Member to chair the selection committee each year. The Chairperson will normally be the Vice President. If the Vice President is unable to serve as Chair due to ineligibility or otherwise, another member of the Board of Directors shall be appointed as Committee Chair. The Committee Chair will establish a date and time for the committee to discuss Fire Chief of the Year Candidates. The Board Member Committee Chair will not have voting privileges in the selection of the Fire Chief of the Year.

The Committee is comprised of the 3 State Directors of the Great Lakes Division Board appointed by the President of the Great Lakes Division. The Executive Director will also serve on the Committee but will not have voting privileges.

## **SELECTION PROCESS**

Each nomination package will be reviewed by the Fire Chief of the Year Committee. The Great Lakes Division reserves the right to omit any award for just cause.

After the completed nomination packages are reviewed and discussed by the Fire Chief of the Year Committee, the Fire Chief(s) of the Year selections will be determined. Once the selections have been made, the Great Lakes Division President (or his/her designee) will notify the recipients to advise them that they have been selected. The notification will allow for the winners to make plans to attend the IAFC Fire-Rescue International to receive the award. **The individual notifying the recipients will stress the importance of keeping the selections confidential, except for those closest to the recipients (i.e. Spouse, City Manager, etc.) until the winners are officially announced and recognized during the conference.**

The winner(s) of the Fire Chief of the Year Award will receive an official letter and plaque from the Great Lakes Division, congratulating them on their nomination for this prestigious honor.