



SOUTHEASTERN ASSOCIATION OF FIRE CHIEFS

POLICY 2012 – 03/07 REV. V – 2017-05 FIRE CHIEF OF THE YEAR

INTRODUCTION

This award, the most prestigious honor the Southeastern 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 Southeastern Association of Fire Chiefs, Fire Chief of the Year Award will be sponsored by a selected cooperate partner of the SEAFCh. The selected sponsor will fund such award and present the SEAFCh 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 Southeastern Association of Fire Chiefs.

NOMINATING ORGANIZATIONS

One nomination for Career and one nomination for Combination/Volunteer from each of the Southeastern states fire chief's 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 and close on March 31, annually. Nominations shall be accepted for the previous calendar year only. *Example: 2014 Fire Chief of the Year nominations shall be accepted January 1 to March 31, 2015.*

NOMINATION DEADLINE

Deadline for nomination packages to be received is the close of business on March 31, annually.

NOMINATION FORMAT

Three 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.]

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.

Nomination of candidates for the SEAFRC Fire Chief of the Year, by policy, must be registered via email on the proper form to the SEAFRC Executive Director. The notification must be followed by the mailing of **five hard copies** of the required documents to the SEAFRC office by the deadline for submission. Only properly submitted documents will be reviewed for submission, with no exceptions.

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

FIRE CHIEF OF THE YEAR COMMITTEE

The President of the SE AFC will appoint a Board Member to chair the selection committee each year. The Chairperson will normally be the 2nd Vice president. If the 2nd Vice President is unable to serve as Chair due to ineligibility or otherwise, the 1st Vice president shall be appointed as Chair. If the 1st Vice President is unable or ineligible, the Immediate Past President shall be appointed. 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 last three years award winners. 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 SE AFC reserves the right to omit any award for just cause.

After the complete 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 SE AFC 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 SE AFC Annual Leadership Conference 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 winners of the Fire Chief of the Year Award and all nominees will receive an official letter from the SE AFC congratulating them on their nomination for this prestigious honor.

Adopted by the Board of Directors on the 7th day of March, 2012.

Amended and Adopted by the Board of Directors on this 5th day of February, 2013.

Amended and Adopted by the Board of Directors on this 17th day of June, 2013.

Amended and Adopted by the Board of Directors on this 10th day of January, 2014

Amended and Adopted by the Board of Directors on this 14th day of July, 2015

Amended and Adopted by the Board of Directors on this 2nd day of May, 2017

Lisa Moatts
SE AFC Executive Director

Wallace Possich
Constitution and By-Laws and Policy Committee Chair

