



Award Nomination Packet

Firefighter of the Year | EMS Responder of the Year

AWARD YEAR

Type directly into the shaded fields, then save and submit as one PDF.

SUBMISSION INSTRUCTIONS

- Each department may submit **one** Firefighter of the Year nominee and **one** EMS Responder of the Year nominee.
- The nominee's department must hold a current SFFMA membership, and the nominee must hold an active individual SFFMA membership.
- **Required:** the nomination letter must be on official department or agency letterhead and signed by the chief officer, executive, assistant chief, or department/agency president. This is a state SFFMA requirement. Unsigned or off-letterhead submissions will not be forwarded.
- Submit all materials electronically as **a single PDF**, compiled in the order shown in this packet.
- **Deadline: February 28.** Submit to CTFFMA district leadership.
- District winners are forwarded to SFFMA / VFIS of Texas for state-level consideration.

DEPARTMENT NOMINATION LETTER REQUIREMENTS

Each department must submit a formal nomination letter written by the Chief Officer, Executive, Assistant Chief, or Department/Agency President. This letter is the face of your nomination. It should be professional, specific, and compelling. Sections 1 through 4 of this packet support your letter but do not replace it. Selection committee members read your letter first.

FORMAT REQUIREMENTS

- Printed on official department or agency letterhead
- Signed by an authorized officer (see titles above)
- At least one full page; two pages recommended
- Professional business-letter format with date and salutation
- Submitted as a PDF along with this completed packet
- Addressed to: **CTFFMA District Awards Committee**

YOUR LETTER MUST ADDRESS

- Who you are nominating, and for which award
- How long the nominee has served, and in what capacity
- Specific examples of leadership, training, or community impact, not general praise
- Any notable incident, rescue, or act of heroism, if applicable
- Why this nominee represents the best of your department and district
- A direct statement endorsing the nominee for the award

Important: generic or vague letters reflect poorly on a nomination. Specific accomplishments, measurable impact, and a genuine personal endorsement carry the most weight.

SECTION 1 — NOMINEE INFORMATION

AWARD CATEGORY (SELECT ONE)

☐ Firefighter of the Year☐ EMS Responder of the Year

NOMINEE FULL NAME

DATE OF BIRTH

DEPARTMENT / AGENCY

POSITION / RANK

YEARS OF SERVICE

SFFMA MEMBER #

PHONE

EMAIL

DEPARTMENT ADDRESS

SECTION 2 — NARRATIVE RESPONSES

Include specific examples, measurable outcomes, certifications, and incident details where applicable. Quality and specificity are scored. Text scrolls if it runs past the box; keep each answer focused.

2A. Leadership

Describe the nominee's leadership in the fire service or EMS, including positions held, approach to teamwork, and ability to communicate with colleagues and the community.

2B. Training & Education

Describe the nominee's commitment to training and education, including certifications earned, continuing education, and any new or innovative training methods introduced or taken part in.

2C. Community Involvement

Describe the nominee's contributions to the community, including civic, faith-based, or public service activities outside their regular duties.

2D. SFFMA / District Association Involvement

Describe the nominee's involvement with the SFFMA at the state and district levels, and how they have supported its mission.

2E. Heroism or Significant Incident(s)

Has the nominee been involved in acts of heroism or bravery in a fire or EMS situation? Describe the circumstances, the nominee's actions, and the outcome.

2F. Innovation or Program Development

Describe programs, initiatives, improvements, or innovations the nominee introduced or led that positively impacted their department, district, or community.

2G. Accomplishments, Awards & Certifications

List awards, recognitions, or professional credentials relevant to the nominee's role. Include dates where applicable.

SECTION 3 — REQUIRED ATTACHMENTS

ATTACHMENT	REQUIRED	INCLUDED
1 Department nomination letter. On official letterhead, signed by an authorized officer (Chief Officer, Executive, Assistant Chief, or Department/Agency President). Separate from recommendation letters.	Required	☐
2 Letters of recommendation. Up to 4, from colleagues, supervisors, or community members who can speak to the nominee's character and abilities. At least one is required.	1 to 4	☐
3 Certifications and/or resume. Optional but encouraged.	Optional	☐
4 Supporting photos. Up to 4, compiled into the submission PDF.	Up to 4	☐

SECTION 4 — SUBMISSION CERTIFICATION

Letterhead requirement: per SFFMA requirements, the nomination letter must be on official department or agency letterhead, and the authorized signatory must be a Chief Officer, Executive, Assistant Chief, or Department/Agency President. A nomination that is not on letterhead, or is signed by an unauthorized party, cannot be forwarded to the state.

I certify that the information in this packet is accurate and that our department endorses this nomination.

AUTHORIZED SIGNATORY, PRINTED NAME

TITLE / ROLE

DEPARTMENT / AGENCY

DATE

DEPARTMENT PHONE

DEPARTMENT EMAIL

SIGNATURE

Sign after printing, or use Fill & Sign / a digital signature in your PDF reader.

Submit this packet, the nomination letter, and all attachments as one PDF to CTFFMA district leadership by **February 28**. Questions? Contact the district president or secretary.