



SOUTH BAY FIRE DEPARTMENT

AWARDS & RECOGNITION MANUAL

Overview: An awards & Recognition program is a useful part of any organization. For a fire/EMS organization, it is even more essential. The purpose of this document is to standardize and update existing awards practices, to preserve the best of past awards programs and continue to grow and expand as the District and Association do.

Vision: the Awards & Recognition program meets a large number of disparate goals:

- A spectrum of recognition, from informal recognition awards through to yearly awards and accompanying trophies.
- Awards and recognition that are relevant for all members of the department: career or volunteer, officer or line, IR&R or support.
- Timely awards, with pre-ordering of anticipated items so that presentations can be made in a timely manner.
- Awards will recognize team performance, as well as individual achievement.
- Meaningful awards, that recognize that merely staying on as a volunteer is an achievement, while at the same time not feeling like participation trophies.

Responsibility for ordering, tracking, and administration of Awards.

The Fire Chief shall appoint an Awards Coordinator, who is responsible for projecting scheduled and anticipated awards. In order to minimize the time between achievements and recognition, it is understood that some inefficiencies may be present. Thus, when a driver keychain takes weeks to arrive, it should be ordered at an appropriate time, such as when a member finishes with their first heavy vehicle drive course, knowing that not every member hitting that initial milestone will eventually complete the full task.

Pinnacle Awards: These awards are provided public recognition at the department awards banquet, typically held in the first quarter of the year following the year for which the award is made.

<i>Award Name</i>	<i>Eligibility</i>	<i>Nomination Process</i>	<i>Selection & Award Process</i>	<i>Award Description</i>	<i>Venue</i>	<i>Fiscal Responsibility</i>
Firefighter of the Year (NOTE 1)	Volunteer Firefighter or Firefighter/EMT, demonstrating dedication, skill, and teamwork	1 per shift (by shift member). <i>(Criteria for award nomination to be used).</i>	Company officers, Chief Officers (democratic vote)	Engraved Trophy, Engraved plate on lobby plaque.	Annual District Awards Banquet	District, Fund 6680; District Purchasing
EMT of the Year (NOTE 1)	Volunteer EMT or Firefighter/EMT, demonstrating dedication, skill, and teamwork.	1 per shift (by shift member). <i>(Criteria for award nomination to be used).</i>	Company officers, Chief Officers, EMSO (democratic vote)	Engraved Trophy, Engraved plate on lobby plaque. (Note: new award proposed in 2017)	Venue: Annual District Awards Banquet	District, Fund 6680; District Purchasing
Officer of the Year (NOTE 2)	Volunteer company officer (LT or Captain only, no BCs)	All are considered by default. <i>(Criteria for award nomination to be used).</i>	Fire Chief with Chief Officers' input.	Engraved Trophy, Engraved plate on lobby plaque.	Annual District Awards Banquet	District, Fund 6680; District Purchasing

<i>Award Name</i>	<i>Eligibility</i>	<i>Nomination Process</i>	<i>Selection & Award Process</i>	<i>Award Description</i>	<i>Venue</i>	<i>Fiscal Responsibility</i>
Valor (NOTE 3)	Any District member conducting a successful rescue of a victim in immediate, otherwise unavoidable danger, while in direct, elevated risk of personal harm.	IC of incident on which the subject performed the act. <i>(Criteria for award nomination to be used).</i>	Fire Chief	Valor Bar, plaque	Annual District Awards Banquet, or as decided by Fire Chief.	District, Fund 6680; District Purchasing
Bulldog Award (NOTE 3)	Any member demonstrating commitment to the District despite personal hardship.	Previous award holder. <i>(Criteria for award nomination to be used).</i>		Chain with bulldog ornament, each year adding a dog tag with the new recipient's name.		
Rookie of the Year (NOTE 3)	Any responder joining the District between 6 and 18 months prior to the awards banquet	By mentors, training officers, shift officers. <i>(Criteria for award nomination to be used).</i>	Fire Chief, with input from nominations	Name plate on publicly displayed plaque	Annual District Awards Banquet	District, Fund 6680; District Purchasing

NOTE 1: FF and EMT of the year are nominated based on the shift officers' recommendations. The shift officer, with relevant BC approval, will nominate an MVP FF and MVP EMT, such that the officers meet and decide each award from the 9 nominated individuals. The MVPs are announced as finalists for each award, and then the winner is announced from among them.

NOTE 2: Acting officers may be put forth for Firefighter or EMT of the year, or may be considered for Officer of the Year.

NOTE 3: This award may or may not be awarded based on circumstances during the year (e.g. eligible members, no applicable events/members, etc.).

Status Awards: These awards recognize department members, primarily volunteer responders, on a quarterly basis at an announced business meeting, or annually at the district awards banquet. They represent unique (per member) but routine achievements, such as coming off of probation, earning IFSAC credentials, or longevity of service.

<i>Award Name</i>	<i>Eligibility</i>	<i>Nomination Process</i>	<i>Selection & Award Process</i>	<i>Award Description</i>	<i>Venue</i>	<i>Fiscal Responsibility</i>
Longevity Awards: 1 Year	All District IR&R members	Automatic (tracked by District Secretary)	N/A	Water-bottle with modified logo	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 2 Years	All District IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Leatherman type combination knife	Annual District Awards Banquet	District, Fund 6680; District Purchasing

<i>Award Name</i>	<i>Eligibility</i>	<i>Nomination Process</i>	<i>Selection & Award Process</i>	<i>Award Description</i>	<i>Venue</i>	<i>Fiscal Responsibility</i>
Longevity Awards: 3 Years	All District IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Sports-type jacket with modified logo	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 4 Years	All District IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Leather bunker boots	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 5 Years	All District IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Personalized badge (refer to <i>Dist Pol 3-05</i> for specs)	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 8 Years	All District IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	\$150 gift card to local restaurant (of choice)	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 10 Years	All District IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Leather traditional style helmet	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 15 Years	All District IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Watch	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 20 Years	All District IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Voucher for travel (of choice) \$400 value	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 25 Years	All District IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Voucher for travel & meal (of choice) \$600 value	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: Retirement	All District IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Axe plaque	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 1 Year	All District non-IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Water bottle	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 2 Years	All District non-IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Nice gloves	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 3 Years	All District non-IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Mag-lite	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 4 Years	All District non-IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Embroidered sweatshirt with modified logo	Annual District Awards Banquet	District, Fund 6680; District Purchasing

<i>Award Name</i>	<i>Eligibility</i>	<i>Nomination Process</i>	<i>Selection & Award Process</i>	<i>Award Description</i>	<i>Venue</i>	<i>Fiscal Responsibility</i>
Longevity Awards: 5 Years	All District non-IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Embroidered jacket with modified logo	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 8 Years	All District non-IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	\$150 gift card to local restaurant	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 10 Years	All District non-IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	\$200 gift card to local restaurant	Annual District Awards Banquet	District, Fund 6680; District Purchasing
Longevity Awards: 15 Years	All District non-IR&R members with seniority	Automatic (tracked by District Secretary)	N/A	Watch	Annual District Awards Banquet	District, Fund 6680; District Purchasing
FF/EMT	Volunteer responders. Note that all career responders will already exceed these requirements and be issued an appropriate pin-on badge as part of the hire process.	Automatic for members who have Thurston County EMT and IFSAC FF 1	N/A	Pin-on silver-tone badge	Quarterly Business Association Meeting.	District, Fund 6680; District Purchasing
Member in Good Standing	Any volunteer responder who completes probation. Career responders have an alternative probationary process, and are issued collar brass as part of their uniform regardless.	Automatic	AC of Volunteer Services	Collar Brass for Class B uniform	Quarterly Business Association Meeting.	District, Fund 6680; District Purchasing
Driver-Operator Certification	A responder who is cleared to drive all district vehicles (light, Engine, Tender)	Automatic	AC of Volunteer Services	Black Leather "helmet front" Keychain bearing Member's name "South Bay" and a stitched leather "8".	Quarterly Business Association Meeting.	District, Fund 6680; District Purchasing

<i>Award Name</i>	<i>Eligibility</i>	<i>Nomination Process</i>	<i>Selection & Award Process</i>	<i>Award Description</i>	<i>Venue</i>	<i>Fiscal Responsibility</i>
CPR Save	Any responder performing CPR on a documented “patient save”	(Medic One Criteria)	Medic One (coordinated by EMSO)	CPR Save pin, suitable for Class B wear.	Quarterly Business Association Meeting.	Medic One
Stork	Any responder delivering a baby on an emergency call	(Medic One Criteria)	Medic One (coordinated by EMSO)	Stork pin, suitable for Class B wear.	Quarterly Business Association Meeting.	Medic One

Informal Awards: These awards are focused on day to day success and achievement, to be facilitated by supervisors when appropriate. These are the base of the pyramid, expected to be appropriate, common, and not a big deal.

<i>Award Name</i>	<i>Eligibility</i>	<i>Nomination Process</i>	<i>Selection & Award Process</i>	<i>Award Description</i>	<i>Venue</i>	<i>Fiscal Responsibility</i>
Spontaneous Recognition Award	Any member	Observed by supervisor	Given by appropriate chief officer or District secretary (administrative volunteers)	Nominal value e.g. \$10 gift cards	During the work day/shift.	District, Fund 6680; District Purchasing or Reimburse
Shift Training Excellence Award	A shift recognized as appropriate for completing all assigned training, and/or additional training conducted “above and beyond”	Based on training activity	AC Training & Education	Discretionary, not to exceed \$75 for the shift, e.g. District-provided dinner.	As nominated by AC-T&E to Fire Chief on occasion	District, Fund 6680; District Purchasing or Reimburse

Conduct/Content of Annual Awards Banquet:

- **Quick Recognitions:** stand and be recognized at the banquet. Career staff, responder spouses, volunteer receptionists, and OSP members, who do not have established awards, will be called stand in place by the master of ceremonies and be recognized for their contribution to the District’s success. This is in addition to other awards (e.g., longevity) for which each may be eligible.
- **Repetition/Summary of other awards:** Awards that have already been presented in other venues (e.g. business/association meetings) shall be briefly recapped.
- **Awards for All:** Between longevity awards, milestone awards, and other awards, the vast majority of members should be recognized at least once in the awards banquet: not in any crass “participation trophy” manner, but for contributing in the specific ways identified by this document. The list of awards for each year should be comprehensive, and suitable to serve as a snapshot of the recognitions given in any particular year.
- **Entertainment, meal, and venue:** To be decided by the Fire Chief or his designee in consultation with the District membership.
- **Slide-show:** as part of the “background” during the “mixer” prior to the beginning of the banquet, and, optionally as a feature event, a presentation collection of slides of the previous year showing members at work and play can be projected at the front of the room; this may or may not include music.

- **Minimizing movable time investment:** The Fire Chief or his designee shall review other activities, such as raffle/door prize, and District or Association gift giveaways, for opportunities to maximize the awards and entertainment portions of the evening.

Midyear Recognitions.

The Fire Chief may opt to hold additional awards presentation opportunities, but none have yet been identified. The Awards & Recognition committee reviewed the possibility of using the summer picnic or winter holiday party as opportunities for awards, and did not believe either were a good match.

Other recognition activities: while formal awards and recognition are a key part of managing organization morale so that our own people believe that South Bay Fire Department is the best agency to volunteer or work in Thurston County. As such, the awards program will integrate appropriately with the Performance Development & Planning process.