

	Blue Ridge Fire District Policy and Procedure	General Order Number: H401.1
Subject: Recognition & Awards Program	Effective Date: July 18, 2015	Total Pages: 5
	Board Approval Date: July 18, 2015	Replaces: H401
Application: All District Personnel	<i>Signed into effect as authorized by the Board of Directors</i> John Banning, Fire Chief	

I. Purpose

To provide all members and other citizens, official departmental and public recognition for outstanding acts of valor or meritorious service, on or off duty.

II. Policy

All BRFD personnel are encouraged to identify individuals deserving of recognition and to follow through with making nominations to the BRFD Awards Committee or Fire Chief.

The department will offer the following awards:

Awards to Members of the Blue Ridge Fire District.

A. Medal of Honor (shall be the highest line of duty award presented by the Blue Ridge Fire District).

1. To be awarded any time a member is killed in the line of duty while involved in an emergency operation.
2. To be awarded to any member who, by such intrepid display of gallantry, distinguishes himself/herself in a conspicuous manner, and at the extreme risk of his/her own life. The deed performed must have been by voluntary act of personal bravery and self-sacrifice so conspicuous as to distinguish clearly the individual for gallantry and intrepidity above his/her comrades, and must have involved extreme risk of life, known to the member before performing the act.

B. Medal of Valor

To be awarded to any member who has performed a courageous act under conditions of extreme danger and at the exceptional risk of bodily injury. An act that clearly exceeds what is required and has resulted in the protection of life in a manner considered to be exceptionally valiant.

C. **Medal of Merit**

To be awarded to any member who saves the life of a human being by an act of rescue. Resuscitation from any state of cardiac arrest is not a requirement of this award (see Phoenix Award). The rescue act shall be of a conspicuous nature in that the rescued person(s) would most likely have perished without the recipient's assistance.

D. **Distinguished Service Award**

The Distinguished Service Award may be presented to any long-standing member of the BRFD or any individual with a continued affiliation to the BRFD. The award reflects an individual's cumulative efforts and dedication to the department and community, the advancement of the fire service or the welfare of firefighters and must pass by majority vote of the BRFD Awards Committee and the Board of Directors. Nominations will be evaluated by the following:

1. How did the individual contribute to the BRFD, its members, and/or the citizens of the Blue Ridge Fire District and/or community area?
2. How did the individual impact the welfare of the members and/or the citizens of the Blue Ridge Fire District from the local, state or national perspective(s)?
3. The submitter of the nomination shall provide all relevant information to be considered by the BRFD Awards Committee.

E. **Medal of Commendation**

To be awarded to any member for exemplary acts, or for services rendered over an extended period, which clearly exceed all expectations of the individual. The act/service must be considered an important contribution to the goals of the BRFD, the safety or welfare of the community, or the advancement of the fire service profession.

F. **Purple Heart**

1. Awarded to any member of the BRFD that dies in the line of duty.
2. Awarded to any member of the BRFD that sustains a serious injury while in the line of duty. (Serious injury is defined: a) any injury that is considered life threatening; b) caused permanent bodily damage or extended recovery.
3. May be awarded to BRFD personnel that suffer an incapacitating injury requiring hospital care while in the performance of emergency operations, patient care or training operations.

G. **Outstanding Member of the Year Award** (High honor of recognition awarded by the Fire Chief)

To be awarded to the one member whom, over the preceding year, has demonstrated a level of dedication, leadership, gallantry or contribution towards the BRFD, the community and/or members that clearly stands out beyond that of their peers. The recipient of this award shall be determined by the Fire Chief.

H. Phoenix Award

The Phoenix Award will be presented (upon verification by the Fire Chief or Awards Committee) to any BRFD member who provides the ultimate service of saving a human life. The service may occur on or off duty. The following criteria will apply:

1. CPR was performed (compressions and ventilations) by the member(s) on the patient and the patient is ultimately discharged from the hospital.
2. When circumstances are extraordinary and criteria stated above has not been met but the officer in charge feels a life has been saved, he/she may submit a nomination to the BRFD Awards Committee for consideration.

J. Certificate of Commendation

May be awarded for outstanding acts or services rendered on or off-duty to the BRFD, the fire service or the general public.

L. Letter of Appreciation

May be generated at the discretion of the Fire Chief's Office at any time when conditions warrant recognition for services rendered.

M. Service Pins and Awards

Service Pins will be given for 5, 10, 15, 20, 25, 30, 35 and 40 years of service.

Civilian Awards

A. Citizen Medal of Valor (shall be the highest civilian award offered by the BRFD).

To be awarded to any citizen who has performed a courageous act to save a human life under conditions of extreme danger and at the exceptional risk of bodily injury. An act that clearly exceeds what is required and has resulted in the protection of life in a manner considered to be exceptionally valiant.

B. Citizen Medal of Merit

To be awarded to any citizen who saves the life of a human being by an act of rescue. The rescue act shall be of a conspicuous nature in that the rescued person(s) would most likely have perished without the recipient's assistance.

C. Certificate of Commendation

May be awarded to any citizen for his or her unselfish actions in assisting the BRFD during emergency operations or other exceptional acts of service

E. Letter of Appreciation

May be generated at the discretion of the BRFD Awards Committee or by the Fire Chief's office at anytime when conditions warrant recognition for services rendered. May be awarded for outstanding acts or services rendered to the BRFD.

Presentation of Awards

A. Awards for medals:

1. A letter from the Fire Chief briefly outlining the circumstances under which the award was earned.
2. A medal and shirt bar (omit shirt bar for Citizen Medals).
 - Medal Of Honor: Gold medal with blue drape, Blue shirt bar with 5 gold stars.
 - Medal Of Valor: Silver medal with red/white/blue drape, Red/white/blue shirt bar.
 - Medal Of Merit: Bronze medal with blue/white drape, Blue and white shirt bar.
 - **Purple Heart: Bronze medal with purple drape, white shirt bar with purple heart.**
 - Medal Of Commendation: Bronze medal with red drape, Red and white shirt bar
 - A star shall be added to the center of the shirt bar (exception of Medal of Honor) for presentation to members who have earned more than one of the same award.
3. A certificate.

B. Distinguished Service Award

1. A letter from the Fire Chief briefly outlining the circumstances under which the award was earned.
2. A trophy shaped in the form of the traditional fire service bugle.
3. A shirt bar. Green with 2 red vertical bars.
4. A certificate

C. Phoenix Award

1. A shirt bar. Red/blue/red
2. A certificate

D. Certificate of Commendation

1. A letter from the Fire Chief briefly outlining the circumstances under which the award was earned.
2. A certificate

E. Outstanding Member of the Year

1. A letter from the Fire Chief briefly outlining the circumstances under which the award was earned.
2. Statue figurine in the shape of a firefighter.
3. Shirt bar. A green bar with the year awarded

III. Procedure

- A. The BRFD Awards Committee will normally be composed of 1 Board member, 1 member of the public and 3 BRFD members appointed at large.
- B. The Fire Chief shall make the appointment of committee members annually or as needed with exception of the Board member whom will be selected by the Board.
- C. The Board member shall serve as the Chairperson. He/she will not be a voting member unless there is a tie. The Chairperson shall appoint a Co-chair and a secretary. The Co-chair will be a voting member and will conduct meetings in the absence of the Chairperson. The Secretary shall keep appropriate records of the meetings.
- G. Nominations for all awards must be submitted to the Awards Committee or to the Fire Chief. Forms are available on the BRFD website and computers. Individuals submitting nominations will receive an acknowledgment letter by the Committee. Nominations will be investigated and interviews conducted by assigned members of the Committee, as needed. The committee shall determine the final disposition of each nomination and shall supply the Fire Chief with a report of awards to be presented at least 30 days prior to presentation.
- H. The Committee will meet as often as necessary to conduct its business.
- I. A quorum consisting of at least three members must be present to conduct business. Decisions will be made by a majority vote. Meetings should follow Roberts Rules of Order whenever possible.
- J. Awards will generally be presented during the annual appreciation dinner. The Fire Chief or designee should arrange for publicity and news coverage, as appropriate. Phoenix Awards will be presented as soon as practical after verification by the Awards Committee, and should be presented by the member's Captain or appropriate supervisor in the presence of the member's peers. Letters of Appreciation may be provided at the discretion of the Fire Chief without review of the Awards Committee.
- K. A record of all BRFD award presentations will be made a part of the recipient's personnel file.