



CT FIRE CHIEFS ASSOCIATION

34 Perimeter Road Windsor Locks, CT 06960

CONNECTICUT FIRE CHIEF OF THE YEAR NOMINATION FORM - 2025 ACCOMPLISHMENTS

Section 1 – Award Year

- Award Year (accomplishments): January 1 – December 31, 2025
- Nomination Deadline: March 1, 2026
- Submission Method:
 - Email (PDF or Word): _____
 - Online form link: _____
 - Mail : _____

Section 2 – Nominee Information

- Nominee name: _____
- Current rank/title: _____
- Department/organization: _____
- Department address: _____
- Town/City: _____ State: _____ Zip: _____
- Department phone: _____ Department email: _____
- Municipality(ies) served: _____
- Years as Fire Chief _____
- Total years in fire service: _____

Section 3 – Nominator Information

- Nominator name: _____
- Relationship with nominee (check one):
 - Member of Fire Department
 - Elected/Appointed Official
 - Member of General Public
 - Other: _____
- Title/Position: _____
- Organization (if applicable): _____
- Mailing Address: _____

- Town/City: _____ State: _____ Zip: _____
- Phone: _____ Email: _____

I certify the information in this nomination is accurate to the best of my knowledge.

Nominator Signature: _____ Date: _____

Section 4 – Nominee Eligibility and Good Standing

Please check all that apply:

- The nominee is currently serving as a Fire Chief (or highest-ranking equivalent officer)
- The nominee and their department are in good standing with relevant authorities and professional associations.
- The nominee is not a member of the current year's Selection Committee,
- The accomplishments for which the nominee is recognized occurred or culminated primarily during the calendar year being recognized.

If any box above cannot be checked, please explain: _____

Section 5 – Required Narrative (Attach)

A separate, typed narrative not to exceed 1,000 words must be attached. The narrative should be:

- Describe the nominee's accomplishments during the calendar year being recognized.
- Explain how these accomplishments meet one or more of the following selection criteria:
 - Exceptional Leadership
 - Community Impact
 - Professional Development/Innovations
 - Interagency Cooperation
- Clearly state why the nominee is deserving of recognition as Connecticut Fire Chief of the Year.

File name of attached narrative: _____

Section 6 – Optional Supporting Documentation

You may submit up to three (3) supporting documents. These are optional but strongly encouraged.

Acceptable supporting materials include:

- Letters of support (from individuals other than the nominator)
- News articles or media coverage
- Copies of departmental or community awards
- Official resolutions or community awards

- Program descriptions or outcome summaries

Please list the attached documents:

1. _____
2. _____
3. _____

Section 7 – Acknowledgements and Authorization

By submitting this nomination:

- You authorize the Awards/Selection Committee to review and verify the information contained in this packet.
- You understand that all deliberations and scoring are confidential and that the committee's decision, including the option not to make an award in any given year, is final.
- You agree that, if selected, the nominee's name, department, and accomplishments may be used in public announcements, press releases, and event programs.

Nominator Initials: _____ Date: _____

Section 8 – For Committee Use Only (Do Not Complete)

Date Received: _____ Received By: _____

Complete Incomplete (items missing): _____

Committee Scoring Summary:

- Leadership: _____ / _____
- Community Impact: _____ / _____
- Innovation/Development: _____ / _____
- Major Events: _____ / _____
- Interagency Cooperation: _____ / _____

Final Disposition:

Selected as Fire Chief of the Year

Not Selected

Deferred/Ineligible

Chair, Selection Committee: _____ Date: _____