



EMPLOYEE AND CITIZEN AWARD NOMINATION FORM

The Billings Fire Department would like to recognize all personnel (Fire and 9-1-1) and citizens for acts above and beyond the call of duty.

The Department expects a very high level of professional conduct from all employees; however, members of the department frequently perform their duties exceeding the highest standards of the department. It also often goes unnoticed when citizens demonstrate extraordinary deeds in their community. There is no greater form of recognition an employee or citizen can receive than a compliment from someone whose life has been touched and made better.

Billings Fire Department Awards and Decorations

Community Service Award	CPR Life-Saving Commendation (Pin)
Medal of Valor	Unit Citation
Firefighter Cross for Bravery	Dispatcher of the Year
Lifesaving Medal	Firefighter of the Year
Excellence in Emergency Medical Dispatch	Citizen Heroism Award
Prehospital Delivery Commendation (Stork Pin)	Letter of Recognition

To Nominate:

Use the form to provide as many details of event or knowledge of service as possible. Please include the specific action which impressed you or helped you. The circumstances surrounding the employee or citizen will be considered when deciding the level of recognition the person deserves. An explanation of awards is on the following page.

Mail or Return Forms To:

BILLINGS FIRE DEPARTMENT
ATTN: AWARDS CHAIRMAN
2305 8th Avenue N
Billings, MT 59101

****Nomination forms are due no later than 30 June of each year. An annual awards assembly will take place in January the following year.**

Billings Fire Department Awards and Criteria

- a. Billings Fire Department Unit Citation: Awarded to an entire crew assigned to a station or unit for valorous or meritorious action in the line of duty. In addition to a framed certificate to be displayed at the station, each individual will receive a certificate of commendation.
- b. Citizen Heroism Award: Presented to individuals who take action under duress or hazardous conditions to perform a remarkable feat or deed.
- c. Community Service Award: Presented to an individual or organization for outstanding individual service rendered to the community and the BFD in interest of public safety.
- d. CPR Lifesaving Award: Presented to all members involved with a cardiac arrest patient who was revived with CPR and survives long enough to be released from the hospital.
- e. Dispatcher of the Year: Awarded annually to a member for promoting the 911 dispatch center through outstanding character and selfless devotion to the service of others.
- f. Firefighter Cross for Bravery: Awarded to a member who, in the performance of duty, performs an act of distinguished bravery and heroism in the face of extreme conditions.
- g. Firefighter of the Year: Awarded annually to a member for promoting the BFD through outstanding character and selfless devotion to the service of others.
- h. Letter of Recognition: This award is presented to nominees whose actions are deserving of recognition but do not meet the criteria for the other awards.
- i. Life Saving Medal: Awarded to any person, who acts within his or her scope of duty, conscious of the danger of risk, personal harm, or hazard, when such an action is believed to have saved the life of another, when that life is in danger. This award may also be awarded to individuals who themselves or as a member of a team perform life saving measures which result in a life saved.
- j. Medal of Valor: Awarded to a member of the department on or off duty who intelligently, conscious of the danger, and at great risk of imminent personal harm or hazard, distinguishes himself or herself by the performance of an act of gallantry and above the call of normal duty.
- k. Prehospital Delivery Commendation: (stork pin) When a first responder that brings a new life into the world, the attending delivery personnel shall receive a stork pin. The prehospital delivery commendation shall be presented to a member who assisted in the delivery of a baby in the field. The baby must be delivered by EMS personnel and prior to arrival at the hospital. The recipient must have participated in assisting with patient care during birth.



Billings Fire Department Employee and Citizen Award Nomination Form

Nominated Individual Name: _____

Awards Criteria: Refer to BFD Policy Notice #1319-21 for award nomination criteria. Check the box next to the category that best describes the award to be considered. **Mail or return to: Assistant Chief Pepper Valdez, 2305 8th Avenue N, Billings, MT 59101**

Awards and Citations

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| ☐ BFD Unit Citation | ☐ Citizen Heroism Award | ☐ Community Service Award |
| ☐ CPR Save Award | ☐ Dispatcher of the Year | ☐ Firefighter Cross for Bravery |
| ☐ Firefighter of the Year | ☐ Letter of Recognition | ☐ Life Saving Medal |
| ☐ Medal of Valor | ☐ Prehospital Delivery
Commedation | |

Detailed summary of performance that qualifies nominee for award(s). Use back of form if more space is required.

Nomination submitted by: _____ Date: _____

Complete for Citizen Recognition Award Nominations Only:

Nominee Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ E-Mail Address: _____

THIS SECTION FOR ADMINISTRATIVE USE ONLY

☐ Approved: _____ ☐ Denied: _____

Type of Award Approved

Reason for Denial

Signature

Date Reviewed

THIS SECTION FOR ADMINISTRATIVE USE ONLY

NOMINATION RECEIVED BY: _____

DELIBERATIVE COMMENTS: _____

DISPOSITION OF NOMINATION

- ☐ **AWARD NOMINATION PLACED IN PERSONNEL FILE. A COPY OF THE NOMINATION WILL BE PROVIDED TO THE EMPLOYEE.**
- ☐ **APPROVED (TYPE OF AWARD)** _____
- ☐ **DENIED (REASON FOR DENIAL)** _____
- ☐ **REFERRED TO** _____
- ☐ **OTHER** _____

SIGNATURE OF SUPERVISOR: _____ **DATE:** _____

SIGNATURE OF ASSISTANT CHIEF: _____ **DATE:** _____

SIGNATURE OF FIRE CHIEF: _____ **DATE:** _____