

# WRITING A LETTER OF NOMINATION

A letter of nomination is not about how or why an individual joined a department or rescue squad. It is all about what that individual did to earn the nomination you are about to write.

In writing a nomination it should be typewritten or very legibly handwritten so that it can be easily read by the awards committee members.

Follow the criteria and give brief explanations of the different projects and programs that the individual initiated, chaired or worked on. Explain the value to your department or community.

By all means, spend the time it takes to write your nomination on individuals who have performed as dedicated and devoted members who make your unit the best it can be. It is a great way to thank them for their time and hard work.

The sample letter is only a way of helping you draft your letter of nomination. If you need help, ask someone: another member, your town clerk or town manager, a teacher or principal of your school. We are sure they will help you.

We wish you luck and keep those nominations coming.

## REMEMBER:

**June 1<sup>st</sup> is the Deadline for Nominations**

All nominations to be mailed to:

Carey White  
15 Mihean Dr.  
Jeffersonville, VT 05464

# ANYTOWN FIRE DEPARTMENT

298 Firehose Lane  
Anytown, VT.

January 1, 2007

The Anytown Fire Department is proud to nominate for the Robert King Fire Chief of the Year Award one of its most active members, joining our department in 1990 and serving as our chief since 2001. Chief George Anyone has been a member of VSFA since joining our department. Through his dedication and hard work our department has become a well-educated and trained group for the job a firefighter faces in its everyday operation.

Chief George has broadened the scope of our department by involving us in many community activities such as building and standing by for a large bonfire at our schools homecoming event; flooding an area for a skating rink and plowing the snow off after it is frozen for our community members to skate on; and setting up and running the Fourth of July parade and helping with the fireworks.

We are now running a fire prevention program at our schools where our members follow a planned schedule to present classes throughout the whole school year. Our department is also involved with our mutual aid organization helping to educate our general public on fire preventions importance at the Big Town Mall with demonstrations showing the life safety of smoke and carbon monoxide detectors; and a burn demonstration to illustrate just how rapid a fire increases in intensity.

Our chief believes that training is of the utmost importance. All of our firefighters must meet and pass the requirements of Firefighter 1 and attend various seminars throughout the year. We have in-house training of 2 meeting nights every month.

Always working toward the goal of obtaining new and up-to-date equipment he has presented proposals for a new 1500 GPM Pumper and worked with our town selectboard to establish a capitol plan for replacement of vehicles and other equipment in the future.

Chief George runs our department like a business requiring written proposals with estimated costs and written bids of any requested equipment. On any activity of the department, there must be a complete written report for our files.

Chief George is very concerned about the safety of our members and the members of our community. At all of our training sessions he is strict on safety and we are always working on drivers training – both in our own vehicle responding to the station for a call and in our fire apparatus, and he is very strict on violations.

His skills on the fireground are very safety minded and knowledgeable for an effective outcome. Using the command system our emergency calls have been very well organized.

Chief Anyone is a dedicated and devoted member of our department and community; initiating, organizing and successfully executing those things that make a fire department a true success and valuable asset to our community. As our chief he has raised the standards of our department to an all time high.

Our department is proud to nominate Chief George Anyone for the Robert King Fire Chief of the Year award.

Respectfully submitted

Robert Someone, Lt.  
Anytown Fire Department

(SAMPLE LETTER)