

FIRE CHIEF CRAIG E. HAUN LEADERSHIP AWARD

In Honor and Loving Memory of Chief Haun's Leadership Legacy



Award Criteria

- Individuals who are eligible for nomination and selection are fire service professionals that emphasize leadership, innovation, professional development, integrity, service to the public and contributions to the fire service as a whole.
- All of a nominee's fire service activities and accomplishments will be considered: however, because this is an annual leadership award, special emphasis will be placed on the period from January – December of each year in which an individual [nominee] exhibits a positive influence on a Department, community, or other fire service professionals.
- Nominee[s] need not be a member of the CFFCA, but must be currently employed by a CFFCA Fire Rescue member agency falling within the geographical boundaries of Orange, Seminole, Osceola, and Lake Counties.

Nomination Procedure and Process

- A nomination will be accepted from any member agency in good standing of the Central Florida Fire Chiefs Association.
- All nominations must be done on the official nomination form and submitted no later than November 30th of each year, unless otherwise notified in writing by the CFFCA President or designee.
- In addition to the nomination form, you must submit a cover letter on the organization's letterhead, signed by the organization's chairperson, president, executive director, county executive/city manager or administrator or Fire Chief. The cover letter must describe the nominee's major accomplishments and why the candidate is being nominated. Please keep the justification to 1,000 words or less.
- Remember - this is a leadership award, not an award for one specific incident.
- Nominations may be sent electronically to the Secretary/Treasurer of the Central Florida Fire Chiefs Association on the official nomination form, including the agency cover letter of justification.

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Selection Committee

- The Selection Committee will be comprised of five members (one member representing each County district and the past recipient of the Craig Haun Leadership Award).
- Committee members will be selected by their respective CFFCA district directors and approved by the CFFCA Board. Absent the past recipient, the Board shall select the 5th committee member.
- Selection Committee will serve at the pleasure of the Board and have no set term limits.

Selection Process

- Each nomination package meeting the criteria and submittal deadline will be reviewed by the Selection Committee for the purpose to select the award honoree.
- The CFFCA reserves the right to omit an annual award should no nominations be presented and/or nominee(s) do not meet the award criteria based upon the recommendations of the Selection Committee.
- The Selection Committee should submit their recommendation in writing to the CFFCA President on or before January 15th.

Award Presentation

- The CFFCA President will present the Craig Haun Leadership Award to the award recipient in the month of March at the joint CFFCA General Membership Meeting/FFCA East Central Regional Update.
- Remaining Award Nominee(s) (if any) will be given Honorable Mention in official recognition of their nomination and accomplishments.

Attachment [1]: Official Nomination Form



CHIEF CRAIG HAUN LEADERSHIP AWARD

Nomination Form

NOMINATION YEAR: _____

Nominee's Name and Title: _____

Department: _____

Address: _____

Phone: _____ **Email:** _____

Nominating Organization: _____

Contact Person: _____

Phone: _____ **Email:** _____

Awards Nomination Checklist:

- Nomination meets award criteria as attached.
- Cover letter describing nominee's major accomplishments (in 1,000 words or less) signed by Fire Chief, Organization's Executive, Chairperson, Manager, Administrator, or President.
- Submit by November 30th deadline
- Send supporting documentation and nomination form to:

CFFCA Secretary/ Treasurer at sgaston@lakecountyfl.gov or by mail: CFFCA at PO Box 547894, Orlando, FL 32854-7894

Direct inquiries to: sgaston@lakecountyfl.gov or call 407.810.6796