



T • E • X • A • S
Fire Marshal's Association



APPLICATION

Achievement of Excellence in Fire Prevention Award

Part I. The Program

The Achievement of Excellence in Fire Prevention Award (“AEFP Award”) is an annual award to recognize organizations for performance excellence in fire prevention. Established in 2008, the AEFP Award is administered by the Texas Fire Marshal’s Association (TxFMA”), the official state chapter of the International Fire Marshal’s Association.

This award is the only formal recognition for performance excellence of organizations given by the TxFMA. The non-refundable application fee is \$100, and **all applications must be received by June 15th** of each year. To receive an AEFP Award, an organization must score a minimum number of points in the eight pre-designated categories and criteria as determined by the TxFMA.

Bronze level -- 125 points

Silver level – 150 points

Gold level – 175 points

The AEFP Award Committee is responsible for the evaluation and scoring. After review, the committee will complete an evaluation report, and advise the submitting organization contact with the results of the evaluation. You should receive official notification of the results by the end of September. The decision of the AEFP Award Committee is final; there is no protest or appeal.

Additional information about the AEFP program is available at www.txfma.org. Questions or comments concerning the program should be addressed to the Chairman, AEFP Award Committee.

Application Instructions

- Complete this application, including all required worksheets, supporting documentation, and payment information;
- Group information by category and sub-category, separated by tab sheets that correspond to the respective category and sub-category, to facilitate evaluation and scoring;
- Place all information, including this application form, in a 3-ring binder;
- Mail two (2) complete application packets, including the application fee statement to:

Texas Fire Marshals Association

Attn: AEFP Award Committee

P.O. Box 450123

Garland, TX 75045-0123

**The Achievement of Excellence in Fire Prevention is sponsored
by the following professional Fire Service organizations:**

- Texas Fire Marshals Association
- Texas State Fire Marshal's Office
- Texas State Firemen's and Fire Marshals' Association
- Texas Fire Educators Association
- International Association of Arson Investigators, Texas Chapter
- Central Texas Arson Investigators Association
- North Texas Arson Investigators Association
- West Texas Arson Investigators Association
- Fire Protection Association of North Texas

Part II. Application

Achievement of Excellence in Fire Prevention awards will be presented at the TxFMA Annual Conference.

Application must be received by June 15th of each year. **Late applications will not be considered.** Submit two copies of the application and all requested support documentation. It is recommended that you keep a copy for your records. Applications will not be returned.

Contact Information

<p>With this application, we are officially requesting consideration for the Achievement of Excellence in Fire Prevention Award. We understand that all applications become property of the TxFMA and will not be returned, and that the \$100 application fee is non-refundable.</p>	
<p>Name of Entity/Organization: _____ <i>(as you want it to appear on the Award; e.g. Fire Prevention Division, Austin, TX)</i></p> <p>Entity / Organization website URL: _____</p>	
<p><u>Primary Contact:</u></p> <p>_____</p> <p>Print Name , Title</p>	<p>_____</p> <p>Signature Date</p>
<p>Name and contact information for formal notification of award (Most agencies have the announcement sent to their supervisor or the chief executive.)</p>	
<p>_____</p> <p>Print Name</p> <p>_____</p> <p>Telephone</p>	<p>_____</p> <p>Title</p> <p>_____</p> <p>e-mail address</p>

Additional Notifications

Direct recognition from an outside organization is often meaningful to your boss and beneficial to you! This does not need to be limited to one person. If you would prefer notice to more than one person, please indicate the additional information. (Attach additional sheets if needed.)

Print Name

Title

Organization / Jurisdiction

e-mail address

Address, City ST ZIP

Telephone

Print Name

Title

Organization / Jurisdiction

e-mail address

Address, City ST ZIP

Telephone

_____	_____
Print Name	Title
_____	_____
Organization / Jurisdiction	e-mail address
_____	_____
Address, City ST ZIP	Telephone

_____	_____
Print Name	Title
_____	_____
Organization / Jurisdiction	e-mail address
_____	_____
Address, City ST ZIP	Telephone

_____	_____
Print Name	Title
_____	_____
Organization / Jurisdiction	e-mail address
_____	_____
Address, City ST ZIP	Telephone

PART III. Payment Information / Invoice

The non-refundable application fee is \$100. Please indicate the payment option on this form. Please include this Payment Information / Invoice in your Application binder. Failure to include this information will remove your application from consideration.

Check all that apply:

- Application Fee: \$100.00 (includes one Trophy and Certificate) **\$100.00**
 - Additional Trophy: \$ 90.00 _____ (#) @ 90.00 ea. _____
 - Additional Certificate: \$5.00 _____ (#) @ 5.00 ea. _____
- Total payment due: \$ _____**

Name of Entity/Organization: _____
(as it will appear on the invoice)

E-mail address for receipt of payment: _____

Payment Options (Indicate): Organization Tax ID number: _____

Check # _____ enclosed.

Purchase order # _____

Make Check or PO to Texas Fire Marshals Association

Credit Card: Type _____ Number _____

Name on Card _____ Expiration Date _____

_____ Print Name	_____ Signature Date
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PLEASE INCLUDE THIS DOCUMENT, WITH PAYMENT, IN YOUR APPLICATION BINDER.

Part IV. Scoring Criteria

To successfully receive the “Achievement of Excellence in Fire Prevention” award, the applicant must obtain a total of at least 150 points out of a possible 200 points. In addition, at least 5 points must be awarded in each of the eight categories.

The point value for each criterion is 5 points or 10 points. All scores are pass/fail – you will receive full credit or no credit; no partial point scores will be awarded.

Since the opinion of the AEFPP Award Committee is final, we strongly recommend that you:

- **DO** indicate on the “self-scoring worksheet” the criteria for which you are applying.
- **DO** include any supporting documentation to establish or verify the requested points.
- **DO** check your math to determine your success before you submit the application.
- **DO NOT** request points for criteria that cannot be verified or established.
- **DO NOT** include information in response to criteria for which points are not requested.

Scoring Categories

1. Authority, organization, and ethics	25 possible points
2. Fire and Life safety programs	50 possible points
3. Performance metrics and CQI program	25 possible points
4. Web-based communications and automation	25 possible points
5. Certification, education, and development	25 possible points
6. Professional organizations	25 possible points
7. Fire prevention legislation or ordinances	15 possible points
8. Task force and other cooperative programs	10 possible points
Total possible points	200 possible points

CATEGORY I: AUTHORITY, ORGANIZATION, AND ETHICS**25 pts**

Authority is defined as “the recognition that allows an organization or agency to legally form and operate”. In fulfilling this responsibility, the agency has been identified by a recognized governing body to exist and function as the “authority having jurisdiction” for fire prevention.

Organization is defined as “a formal structure to develop, staff, direct, coordinate, implement, monitor, and evaluate strategic plans, tactics, and day-to-day operations. In fulfilling this responsibility, the agency has developed the organizational structure, processes, and resources needed to determine and implement fire prevention programs and day-to-day operations.

Financial Planning and Resources is defined as “an analysis of the agency’s financial and operating conditions to determine its ability to fund, staff, and sustain effective fire prevention services”.

Fire Prevention Resources are defined as “any physical, human, or other resources essential for the delivery of effective fire prevention services”.

Ethics is defined as “standards that govern the conduct of a person, especially a member of a profession

Has the applicant organization achieved the following?**1. Fire prevention authority based in law -- statute, ordinance, or charter, if applicable (5 pts)**

Enclose a copy of the law establishing governmental fire prevention authority. Highlight the section of the law that is specific to fire prevention activities.

Provide evidence that the agency’s name is identified with the fire prevention mission.

2. Fire Prevention Organizational Structure (5 pts)

Describe the communication process between the governing body and the agency.

Describe the process used by the governing body to review and approve agency programs and activities.

Provide a copy of the agency’s mission, vision, core values, and strategic goals and objectives.

Provide a copy of the Fire Prevention’s Office Organizational structure by function and level of authority.

3. Planning and Resources (10 pts)

Provide a copy of the most recent annual budget or strategic plan to show evidence that the governing body supports fire prevention activities by allocating necessary funding for fire prevention activities.

Provide evidence that the agency has allocated sufficient financial resources to support the organizational mission, long-term plans, goals and objectives.

*NOTE: An agency that has already received the Certificate of Achievement for Excellence in Financial Reporting (Certificate) from the **Government Finance Officers Association (GFOA) for their Comprehensive Annual Financial Report (CAFR)** may submit that certificate as evidence of meeting this criterion.*

Provide evidence that physical resources – facilities, vehicles, tools, and equipment -- meet applicable fire prevention codes and standards, are adequate for the agency's fire prevention purposes, and are maintained to protect the safety and well-being of staff.

Provide evidence there is adequate staffing to meet stated agency fire prevention goals and objectives, and that a system exists to identify, evaluate, document, and correct or mitigate workplace hazards and risks. Highlight if staffing plans include full-paid, part-time, and/or volunteers.

Provide evidence that the agency has adequate administrative services, office systems, and communications systems to support fire prevention activities.

4. Establishment of an “Ethics” policy statement (5 pts)

Enclose a copy of the agency's ethics policy statement and evidence of its establishment as official policy. The ethics policy must be formally adopted by your organization, and published or issued. The ethics statement must be specific for prevention functions.

TOTAL 25 PTS

CATEGORY II. Fire and Life Safety Programs

Fire and Life Safety Programs are defined as “the plans, services, and activities provided by the agency to reduce the fire risk to life and/or property through promotional, educational, code enforcement, and/or other risk reduction activities”.

Has the applicant organization achieved the following?

5. Area and Population Served (10 pts)

Provide a copy of the map or other description of the geographical boundaries, including street and local highway network and demographics – population, land use (rural, suburban, urban, industrial).

Provide documentation of fire loss data – number of fires (incendiary accidental, or unknown *and* structural, vehicle, or other), dollar loss, civilian and fire service casualties (injuries and deaths) for the past three years.

6. Fire and Life Safety Risk Assessment (10 pts)

Provide evidence of fire risk planning to include areas and target locations for significant fire or life safety risks. If used, describe how you identified, calculated, and evaluated specific fire risk factors.

For full credit, include a copy of the agency’s strategic plan for fire prevention activities.

7. Public Education and Fire Prevention Programs (30 pts)

Provide evidence of the process (es) and programs used to educate the community, investigate the origin and cause of fires, intervene with juvenile fire setters, and reduce the risk from fire through fire inspections and code enforcement.

Include copies of educational materials, reports, statistics, and other program information developed or used to support the agency’s fire prevention activities or programs.

TOTAL 50 PTS

CATEGORY III. PERFORMANCE METRICS AND CQI PROGRAMS

Has the applicant organization achieved the following?

8. Performance Measures

(5 pts)

Enclose a copy of performance measures and the results for the previous twelve-month time period and comparison to past statistics. The performance measures should be on multiple fire prevention areas. Enclose a statement for each measurement on the purpose for measuring, and an analysis of how your agency uses the data improve operating efficiencies and program effectiveness.

9. Continuing Education Programs

(10 pts)

Enclose evidence that your agency provides formal, periodic CE training to **internal customers and staff** on how to improve their performance and results. Training needs to be comprehensive and limited to Fire Prevention, including origin and cause investigation. Evidence may include a training agenda, PowerPoint slides, workbooks, quizzes, or other training materials. To receive full credit, you must include a published calendar including topic list, curriculum or agenda, and attendance roster for each training session.

Enclose evidence that your agency and staff provides formal, periodic CE training to **external customers** on how to improve fire prevention results – your staff must be the actual presenter(s) of the information. Training needs to be comprehensive and limited to Fire Prevention, including origin and cause investigation. Evidence may include a training agenda, PowerPoint slides, workbooks, quizzes, or other training materials. To receive full credit, you must include a published calendar including topic list, curriculum or agenda, and attendance roster for each training session.

10. Customer Surveys

(10 pts)

Provide evidence of surveys of **internal customers, including agency staff**, on fire prevention issues. The survey may include questions about customer service, procedures, satisfaction, and other service-delivery topics. Enclose a copy of the survey and a summary or tabulation of the results. For full credit, explain what actions you took because of the survey.

Provide evidence of surveys of **external customers, including partnering agencies**, on fire prevention issues. The survey may include questions about customer service, procedures, satisfaction, and other service-delivery topics. Enclose a copy of the survey and a summary or tabulation of the results. For full credit, explain what actions you took because of the survey.

TOTAL

25 PTS

CATEGORY IV. WEB-BASED COMMUNICATIONS AND AUTOMATION

Has the applicant organization achieved the following?

11. Internet website with links to Fire Prevention activities (5 pts)

Enclose a copy of the internet home page for your entity and link(s) to fire prevention activities. The application evaluation committee will review your web site for design, content, and user-accessibility. Please ensure that your documentation includes a web address (URL) to reach fire prevention activities from your agency home page. For full credit, your governing body should provide a link from their home page to your agency's home page.

12. Web-based "How do I . . ." documents (5 pts)

Enclose current screen shots of the link and page to direct citizens, developers, and builders to information on how to do business with your agency. The information needs to address multiple aspects of the prevention function and be designed to assist the general community in finding answers to their questions.

13. Web-based complaints (5 pts)

Provide evidence of an online, web-based process for external customers to register complaints about fire and life safety hazards. For full credit, the process must provide for online data entry, confirmation notice, automatic routing, and online status inquiries.

Note: Please include password access if need to verify all criteria.

14. Web-based application / payment process (10 pts)

Provide evidence of an online, web-based application process designed to streamline the process to receive fire prevention services. For full credit, the system must provide for online entering application information, fee schedules (if any), confirmation notice, automatic routing, and online status inquiries.

Note: Please include password access if need to verify all criteria.

TOTAL 25 PTS

CATEGORY V. CERTIFICATION, EDUCATION, AND DEVELOPMENT

Has the applicant organization achieved the following?

15. Professional Certification

(10 pts)

Provide evidence that the agency complies with applicable laws regarding certification, and utilizes qualifications and credentials to select the agency's top chief officer. Scoring will be as follows:

- 4 points if all fire prevention staff are certified by TCFP at the Basic level in their assigned duties;
- 1 point if the agency top chief officer is certified by TCFP as a department head;
- 2 points if at least 40% of all fire prevention personnel are Intermediate level;
- 2 points if at least 50% of all fire prevention personnel are Intermediate level, *and* 25% are at Advanced level; and
- 1 point if 10% of all fire prevention personnel are Master level.

16. Education

(10 pts)

Provide evidence that the agency encourages higher education for all fire prevention staff. Scoring will be as follows:

- 2 points if the agency top chief officer has a 2-year associate degree, or 3 points for a 4-year bachelor's degree or post-graduate degree;
- 4 points if 25% of all fire prevention staff have 60 hours of college or a 2-year associate's degree;
- 2 points if 10% of all fire prevention staff have a bachelor's degree; and
- 1 point if 5% of all fire prevention staff has a post-graduate degree.

17. Development

(5 pts)

To meet this requirement, your agency must provide evidence of a formal career development program for fire prevention staff. This can be demonstrated by listing a series of CE training that leads to higher certification levels or higher levels of proficiency, formal mentoring programs, in-house certification programs, and the like. You should include all programs conducted during the past year, a program or schedule for the coming year, and examples of past success.

TOTAL 25 PTS

CATEGORY VI. PROFESSIONAL ORGANIZATIONS

Has the applicant organization achieved the following?

18. Membership

(10 pts)

Provide evidence that at least 60% of all fire prevention staff are active members in good standing with TFMA and at least one other professional organization.

19. Leadership

(10 pts)

Provide evidence that one or more staff members hold the position officer, board member, director or committee chairperson in a national, state, or regional fire prevention association this year. Enclose name, organization, and position. Enclose independent documentation (e.g., association brochure, program or web site screen shot) supporting association positions. Committee assignment must be as a chairperson.

20. Presenter or Author

(5 points)

Provide evidence that one or more staff members have:

- Made a formal presentation in a national, state, or regional fire prevention conference this past year or this year (A Webinar with a potential national participation is acceptable), OR
- Been a clearly identified author or editor of a published article on fire prevention during the past year or this year, OR
- Been an active member of a certification or technical code committee during the past year or this year.

As evidence, enclose independent documentation -- association brochure, web site screen shot, conference or seminar program, published article, code or committee list.

TOTAL 25 PTS

CATEGORY VII. FIRE PREVENTION LEGISLATION OR ORDINANCES

Has the applicant organization achieved the following?

21. Adoption of fire prevention legislation or ordinance (10 pts)

Enclose sufficient documentation to establish that your jurisdiction has adopted and enforces a nationally recognized fire or life safety code such as NFPA 1, NFPA 101, or International Fire Code. At a minimum, you should include a copy of the resolution, ordinance, or court order that clearly shows the approval of the jurisdiction's governing body.

22. Adoption of state or national legislation (5 pts)

Provide evidence that your agency was a primary participant in the passage of fire prevention legislation during the past five years. Evidence can include drafts of legislation, formal recognition by legislators and/or peers, record of testimony, and related means.

TOTAL 15 PTS

CATEGORY VIII. COOPERATIVE PROGRAMS

Has the applicant organization achieved the following?

23. Participation in cooperative programs (10 pts)

Provide evidence that your agency participates in interagency fire prevention programs and activities. Evidence could include joint press releases, formal agreements, and policy statements. For full credit, provide evidence that interagency programs are included in your agency's strategic or master plan, and include examples of successful interagency programs or results.

TOTAL 10 PTS

PART V. SELF SCORING WORKSHEET

(Submit this worksheet in the front pocket of your Application notebook)

_____ Organization Name

Part II – Criteria		POINTS	SELF-SCORE
1	Legal Authority	5	
2	Organization	5	
3	Planning and Resources	10	
4	Ethics	5	
5	Area and Population Served	10	
6	Fire and Life Safety Risk Analysis	10	
7	Public Education and Fire Prevention Programs	30	
8	Performance Measures	5	
9	Continuing Education	10	
10	Customer Surveys	10	
11	Internet website	5	
12	Web-based “How Do I . . .” links	5	
13	Web-based complaints	5	
14	Web-based Application / Payment	10	
15	Professional Certification	10	
16	Higher Education	10	
17	Career Development	5	
18	Professional Organization Membership	10	
19	Professional Organization Leadership	10	
20	Author or Presenter	5	
21	Adoption of a Fire Prevention Code	10	
22	Passage of Fire Prevention Legislation	5	
23	Cooperative Programs	10	