

**NEW JERSEY & NEW YORK VOLUNTEER FIREMEN'S ASSOCIATION  
"UNIT CITATION AWARD"**

**NEW JERSEY AND NEW YORK VOLUNTEER FIREMEN'S ASSOCIATION  
JUNIOR FIREFIGHTER MERITORIOUS ACT AWARD  
GUIDELINES**

**Name of**  
**Company/Department** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Co. / Dept. Tel. No.** \_\_\_\_\_ **Email Address** \_\_\_\_\_

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**Date of Incident** \_\_\_\_\_

**Type of Incident** \_\_\_\_\_

**Required Attachments**

- 1) Detailed synopsis of incident, describing initial dispatch, call date, time arrival conditions, weather and first arriving apparatus.
- 2) Include detailed description of exceptional efforts performed by Co./Dept., description of work performed, prevention of additional damage and lives saved. Include "Assisted by" information if appropriate and applicable.
- 3) NOTE: This attachment must be signed by the Department Chief.

**Optional Attachments**

1. Photocopies of news articles describing incident as reported by media.
2. Photographs of incident (Non-Returnable).

**ALL NOMINATIONS MUST BE POSTMARKED NO LATER THAN MAY 1<sup>ST</sup>.**

**MAIL ALL NOMINATIONS AND SUPPORTING DOCUMENTS TO:**

**ROBERT AITKEN  
127 LAKEVIEW AVE.  
LITTLE FERRY, NJ 07643**

**In nominating the above named Co./Dept. for consideration for the "NJ/NY Unit Citation Award", I certify that the above information and accompanying incident synopsis is truthful and accurate.**

\_\_\_\_\_  
**Signature/Chief of Department** **Date** \_\_\_\_\_

\_\_\_\_\_  
**Print name**

1. The purpose of this Award is to recognize a Meritorious Firefighting Act performed by a Junior Firefighter of a member Fire Department of the New Jersey and New York Volunteer Firemen's Association. Furthermore, it is to express the Association's gratitude for the contributions that Junior Firefighters make to their Departments.
2. The Meritorious Act may be performed while:
  - a. Responding with his Fire Department to an incident.
  - b. Acting on his/her own while off duty at a fire or emergency incident.
3. The Award is intended to recognize bona fide Meritorious Acts of a firefighting nature. It is not to be awarded simply to have a recipient each year. It is not to be awarded for routine, albeit, dedicated service should there be no Meritorious Acts to be considered for the Award Year. The Awards Committee is not required to make the Award even if nominations have been made, if in their opinion none of the nominations qualify as a Meritorious Act.
4. This is a new Award and one whose qualifications are hard to describe as Junior Firefighters operate at fires and other emergency incidents in a restricted manner by reason of law and individual Department policies. With that in mind the following guidelines are provided for your consideration in nominating a Junior Firefighter for this award:
  - a. A Meritorious Act is one that is above the normal ones we expect Junior Firefighters to perform at a fire scene. Normal acts would be isolating the incident scene with crowd tape, getting and bringing requested tools or appliances for regular firemen, re-racking hose lines after an incident, acting as spotters for apparatus backing up. Simply butting a portable ground ladder. Meritorious Acts normally are not performed at Drills.
  - b. Meritorious Acts may include:
    - (1) On one's own, efficiently and successfully wrapping the hydrant with the supply line and supplying water when ordered to do so.
    - (2) Seeing a Brother Firefighter in trouble on a floor or roof above the 1st floor, reacting by getting a portable ground ladder to his location.
    - (3) Setting up and running a Cylinder Replacement Station at a major fire.
    - (4) Smothering a wild hose.
    - (5) Stretching hand-lines or supply lines at a fire scene to support firefighting operations. Operating a hand-line for exposure protection.
    - (6) Carrying, raising and butting portable ground ladders at a fire scene for use by regular firefighters.
    - (7) Performing outside ventilation, under orders, especially if working from a portable ground ladder.
    - (8) When in an off duty status reacting to a fire or emergency incident prior to the arrival of the police and FD by using the resources at hand to deal with it: e.g. Using a portable extinguisher to put out a fire in a public place, grabbing a homeowner's ladder to effect a rescue of person(s) trapped above a fire. Assisting a trapped motorist exit a burning vehicle.

NEW JERSEY AND NEW YORK VOLUNTEER FIREMEN'S ASSOCIATION

"FIREMAN OF THE YEAR AWARD"

NAME OF NOMINEE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME TEL. NUMBER \_\_\_\_\_ E MAIL ADDRESS \_\_\_\_\_

NOMINATING DEPARTMENT CHIEF \_\_\_\_\_

DEPT. NAME, ADDRESS, TEL. NUMBER \_\_\_\_\_

DATE OF INCIDENT \_\_\_\_\_

TYPE OF INCIDENT \_\_\_\_\_

**REQUIRED ATTACHMENTS**

- 1) DETAILED SYNOPSIS OF INCIDENT, DESCRIBING INITIAL DISPATCH CALL, DATE, TIME, ARRIVAL CONDITIONS, WEATHER, AND FIRST ARRIVING APPARATUS. WAS NOMINEE THE FIRST ARRIVING (ALONE WITHOUT APPARATUS). INCLUDE DETAILED DESCRIPTION OF EXCEPTIONAL EFFORTS PERFORMED BY NOMINEE, DESCRIPTION OF WORK PERFORMED, PREVENTION OF ADDITIONAL DAMAGE AND LIVES SAVED. INCLUDE "ASSISTED BY" INFORMATION IF APPROPRIATE AND APPLICABLE. NOTE: THIS ATTACHMENT MUST BE SIGNED BY THE DEPARTMENT CHIEF.

**OPTIONAL ATTACHMENTS**

- 1) PHOTOCOPIES OF NEWS ARTICLES DESCRIBING INCIDENT AS REPORTED BY NEW MEDIA.
- 2) PHOTOGRAPHS OF INCIDENT (NON-RETURNABLE).

**ALL NOMINATIONS TO BE POSTMARKED NOT LATER THAN MAY 1<sup>st</sup>.**

MAIL ALL NOMINATIONS AND SUPPORTING DOCUMENTS TO:

ROBERT AITKEN  
127 LAKEVIEW AVE.  
LITTLE FERRY, NJ 07643

IN NOMINATING THE ABOVE NAMED PERSON FOR CONSIDERATION FOR THE "JOSEPH COSTELLO FIREMEN OF THE YEAR" AWARD, I CERTIFY THE ABOVE INFORMATION AND ACCOMPANYING INCIDENT SYNOPSIS IS TRUTHFUL AND ACCURATE.

\_\_\_\_\_  
SIGNATURE  
CHIEF OF DEPARTMENT

DATE \_\_\_\_\_

NEW JERSEY AND NEW YORK VOLUNTEER FIREMEN'S ASSOCIATION

JUNIOR FIREFIGHTER MERITORIOUS ACT AWARD APPLICATION

Name of nominee: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Nominated by (name, rank/title, Department): \_\_\_\_\_

Date and Time of Incident: \_\_\_\_\_

Type of Incident: \_\_\_\_\_

Detailed description of Meritorious Act: giving consideration to (if applicable ):  
Nominee's: level of training, his assignment at this incident, incident conditions on arrival and subsequently, initiative(s) taken , any lives saved, any property protected, operating alone or with others, risks assumed/encountered, any other factor(s) supporting the nomination: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Use additional pages if necessary.

Additional Supporting Documentation: (May include: copies of media coverage of the incident and/or photographs of the incident.)

ALL NOMINATIONS TO BE POSTMARKED BY MAY 1<sup>st</sup>.

MAIL ALL APPLICATIONS AND SUPPORTING DOCUMENTS TO:

ROBERT AITKEN  
127 LAKEVIEW AVE.  
LITTLE FERRY, NJ 07643

In nominating the above named Junior Firefighter for consideration of the NJ-NY Vol. Firemen's Assn. Junior Firefighter Meritorious Act Award, I certify the above information is truthful and accurate.

Signature; Chief of Department: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_