

# **Fire Department Recognition Program**

## **INTRODUCTION**

The Wyoming Firefighters Voluntary Certification System allows for the certification of any firefighter who resides in the State of Wyoming and is an active member of a Wyoming fire department or fire service organization. All participating agencies and candidates shall follow the established policy and procedures set forth in the Wyoming Firefighters Policy and Procedures Manual.

## **PURPOSE**

The purpose of the Fire Department Recognition Program is to recognize organizations that support, promote, and encourage their emergency response personnel to certify within the Wyoming Firefighters Voluntary Certification System.

### **A. Definitions:**

*1- Department:* Any fire service unit that is a public, private, or organization of the state, city, county, special district, industrial fire brigade, or federal government whose primary duty is fire suppression/prevention or emergency response.

*2- Participating Department:* Any agency or entity that complies with the intent of the Wyoming Firefighters Voluntary Certification System.

*3- Active Member:* A duly enrolled member of an emergency response organization that is authorized to respond to fire and emergency calls with the emergency response organization.

*4- Certified Personnel:* Any individual serving as a member of a fire department who is currently certified within one of the accredited levels of the Wyoming Firefighters Voluntary Certification System.

## **RECOGNIZED LEVELS OF CERTIFICATION:**

Special recognition will be given to departments for members that are certified in the following levels of certification:

- Firefighter I
- Firefighter II
- Fire Officer I
- Fire Instructor I
- Hazardous Materials Awareness
- Hazardous Materials Operations
- Apparatus Driver Operator – Pumper
- Apparatus Driver Operator – Aerial

## **AWARDED LEVELS OF RECOGNITION:**

### **Award of Excellence**

All certificates for the levels listed on the Active Member Roster carry the state accredited.

### **Gold Recognition Award**

95% or higher of members certified in any level is a Gold Recognition Award.

### **Silver Recognition Award**

75% of members certified in any level is a Silver Recognition Award.

### **Bronze Recognition Award**

50% of members certified in any level is a Bronze Recognition Award.

### **Participating Department**

10% of members certified in any level is a Participating Department Award.

For example; if a department has 30 members and 29 are certified as Firefighter I then the department would be recognized at the Gold level for Firefighter I. If they have 25 members that are Firefighter II then they would be at the Silver level for Firefighter II and so on for the five recognized levels. If a department does not participate in a level they would indicate it on the application as none applicable (NA).

In addition to be recognized at the gold, silver or bronze level, an overall Award of Excellence can be attained when all certificates for the levels listed carry the state accredited seal.

## **B. Qualifications**

The DFPES and WFCC have established the following criteria:

- 1- To receive recognition, the organization must have a minimum number of certified personnel. This minimum number is ten percent (10%) of the number of members listed on the Active Member roster in one of the eight program categories.
- 2- The organization will submit an application of its Active Members as defined on application instructions on page 2. It is very important that organizations submit a complete and accurate list of its members. It is from this list and the number of members that are certified that the recognition level is determined.
- 3- The organization will indicate on its application the list of *Active Members* and indicate the level(s) that each person is certified.
- 4- Based on the total number of *Active Members* listed on the application and the levels of certification indicated, the department will be recognized accordingly.
- 5- The application must be signed by the Chief/Head of Department of the response organization verifying that the list is accurate and that the members listed are in good standing with the agency.
- 6- Upon successful completion and approval, the organization will be awarded recognition as a Participating Department and will be issued a certificate with the appropriate levels indicated on the Certificate.
- 7- The recognition award will be valid for a period of three (3) years; after which the applicant organization must renew their recognition in the program. If a department changes its status during the three-year period and wants to change their level, they may do so by completing an application.

## **C. Rescission/Withdrawal**

The Certification Office of the DFPES, upon recommendation of the Wyoming Firefighters Certification Committee, reserves the right to immediately rescind, for just cause reasons, the recognition given to a participating department for noncompliance with established criteria.

## **D. Application Instructions**

- 1- Complete the information required on the application as outlined.
- 2- Complete a roster of **ALL** current members of the response organization. This will be used in determining the percentage of participation in the certification system.
- 3- Indicate on the roster those who are certified and list their level(s) of certification. (The Certification Office will verify these names and certifications).
- 4- Have the Chief/Head of the Department sign the application.
- 5- Submit to the Certification Office the following:
  - Completed Application.
  - Department roster with all members listed and certification levels identified.
- 6- Submit application packet to:  
Department of Fire Prevention & Electrical Safety  
122 West 25<sup>th</sup> St. Herschler Building 1-West  
Cheyenne, WY 82002  
Attention: Certification Coordinator
- 7- Upon completion and processing of the application, the department will receive a
  - Certificate recognizing the level of participation.
  - Recognition will be placed on the Wyoming State Fire Marshal website.

When possible, the DFPES would like to present this recognition to the applicant department in person. We believe this recognition is worthy of being presented at city council meetings or other appropriate settings. To arrange for a presentation to be made, or for any questions regarding this program, contact the Certification Office at 1-307-777-7288.

**Wyoming Firefighters Voluntary Certification System  
Fire Department Recognition Program Application**

Date of Application: \_\_\_\_\_

Organization Name: \_\_\_\_\_

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

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

Department Phone Number: \_\_\_\_\_

Department Fax Number: \_\_\_\_\_

Type of Organization: \_\_\_\_\_  
(i.e., Public Fire Department, Industrial Fire Brigade, etc.)

The undersigned officer of the applicant organization has been duly authorized to sign and submit this application for recognition in the Fire Department Recognition Program. By signing this application the Chief/Administrator signifies that **all** members of the agency are listed on this application and current levels of certification are noted where applicable. I understand that participation in this program is voluntary.

Chief/Administrator: \_\_\_\_\_

Please Print Name of Fire Chief/ Head of the Department

\_\_\_\_\_  
Signature of Fire Chief/Head of the Department

Please indicate below if your agency would like a member of the Department of Fire Prevention and Electrical Safety Training Division to present this Award to your department.

Yes, we would like this Award presented by a member of the DFPES Training Division Staff, please contact us to make arrangements.

No, but thank you anyway.

\_\_\_\_\_  
Date Received by Certification Office: \_\_\_\_\_

Date Award Issued to Department/Agency: \_\_\_\_\_

**Wyoming Firefighters Voluntary Certification System  
Fire Department Recognition Program  
Active Member Roster**

Organization Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ Number of State Accredited Certificates

\_\_\_\_\_ Number of State Certificates

Name	Firefighter I	Firefighter II	Awareness	Operations	AOD-Pumper	ADO - Aerial	Fire Officer I	Fire Instructor I
1-								
2-								
3-								
4-								
5-								
6-								
7-								
8-								
9-								
10-								
11-								
12-								
13-								
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25-								

**Make additional copies of this form as needed.**