



Decorations and citations bestowed in connection with fire protection and rescue activities

Complete all sections

1. Candidate's status (tick the appropriate box)

- A person tasked with fire fighting
If yes, indicate the type of department or brigade:
 - municipal
 - industrial
 - military
 - Société de protection des forêts contre le feu (SOPFEU)
 - other (specify): _____
- A first responder, within the meaning of the *Act respecting pre-hospital emergency services* (CQLR, chapter S-6.2), working for a fire department established by a local or regional authority or by an intermunicipal board
- A preventionist
- Another emergency responder (police, pre-hospital care, or 9-1-1)
- An organization
- A private citizen

Candidate's contact information

Last name _____ First name _____

Name of the fire department or organization (if applicable)

Current title _____ Title when the event occurred (if different) _____

Address _____ City _____ Province _____

Telephone _____ Email _____ Postal code _____

Candidate's contact information (Do not complete if an organization)

Home address _____ City _____

Province _____ Postal code _____ Telephone _____

Email _____

2. Description of the act performed or contribution to the development and promotion of fire protection (Tick the box corresponding to the reason for which the nomination is being submitted.)

Honours that can be awarded solely to a member of a fire department

- Croix de courage** (cross of courage): The candidate performed an act of heroism risking his or her life during an intervention (complete section 2.1).
- Acte méritoire** (meritorious act): The candidate demonstrated remarkable leadership or clearly surpassed himself or herself during an exceptional intervention (complete section 2.1).
- Médaille du sacrifice** (medal of sacrifice): The candidate died following an intervention; enter the date of death: _____ (YYYY/MM/DD) (complete section 2.1).

Honours that can be awarded to an individual, an organization or a member of a fire department

- Citation de reconnaissance** (recognition citation): The candidate facilitated the work of members of a fire department during an event requiring their intervention (complete section 2.1).
- Citation d'honneur** (honour citation): The candidate made an exceptional contribution to the development and promotion of fire protection (complete section 2.2).

2.1. Description of the act performed

Description of the facts

Describe the act performed by the candidate, efforts made, and perilous circumstances or difficulties confronted during the event. The physical description of the locations, environment, and context must include as many details as possible. State, if applicable, the circumstances demonstrating the exceptional nature of the act performed. **If the nomination application concerns a team, include as many details as possible about the role played by each team member and regarding the individual contribution of each during the act performed** so that the Committee can bestow the appropriate honour based on this contribution.

Event date _____ (YYYY/MM/DD)

Address where the event occurred _____
(including the name of the municipality)

Unusual or exceptional character of the act performed

Indicate the aspects of the act reflecting actions going beyond the candidate's regular work; also specify if the candidate had no specific skill, training, or equipment for these actions. **If the nomination application concerns a team, include as many details as possible about the role played by each team member and on the candidate's individual contribution during the act performed.**

Concept of danger

State the elements of the situation or of the act performed involving risk or peril for the victim and the candidate. Explain how the act or maneuvers performed did not expose the candidate or other persons to additional danger unnecessarily. Demonstrate, if applicable, that the candidate acted while risking his or her own safety, yet without being reckless. **If the nomination application concerns a team, specify for each member how the act or maneuvers performed by each did not unnecessarily expose the candidate or other people to additional danger and if each team member acted while risking his or her own safety, yet without being reckless.**

Persistence, tenacity, and technical assistance

Demonstrate, if appropriate, aspects of the unfolding event that demonstrate that the candidate stayed the course and performed more actions or maneuvers to help the person(s) in danger or that the candidate facilitated the work of members of the intervening fire department. If equipment or material was used by the candidate in the performance of the act for which this nomination is submitted, explain how it was used. **If the nomination application concerns a team, specify for each member aspects demonstrating persistence and tenacity in terms of the actions performed.**

Remarkable leadership, surpassing oneself

Demonstrate, if appropriate, aspects of the intervention demonstrating that the candidate showed remarkable leadership or clearly surpassed himself or herself. **If the nomination application concerns a team, specify for each member aspects demonstrating the team member's leadership and how the team member surpassed himself or herself in action.**

2.2. Description of the contribution to the development and promotion of fire safety

Trace the candidate's career path and his or her work in the fire protection sector.

Actions, activities, and achievements

Describe, in detail, actions, activities, and achievements by the candidate demonstrating his or her exceptional contribution to the development and promotion of fire safety. Explain the steps taken and time devoted to achieving these goals. Indicate the constraints or obstacles encountered by indicating how they were overcome, if applicable. Outline the positive impacts of the candidate's achievements and the benefits to the fire protection sector and to the public as a whole.



3. Name and address of the person submitting the nomination

The nomination of a member of a fire department for a decoration must be submitted by a local or regional authority, an intermunicipal board, or any person with authority over a member of a fire department.

The nomination of a person or an organization for a citation can be submitted by any person or organization.

If the application is submitted by the manager of a mutual aid fire safety department (FSD), it must first be validated by the FSD manager of the territory where the event occurred.

Last name _____ First name _____

Name of the authority or organization _____

Title _____

Address _____ City _____

Province _____ Postal code _____

Telephone _____ Extension number _____ Email _____

Checklist

- Complete the form
- Include all relevant documents needed to properly evaluate the proposed nomination, for example
 - Event report
 - Photos;
 - Newspaper articles
 - Other
- Include a document providing the names and contact details of witnesses to the event (maximum two), if applicable
- If the candidate is deceased, provide the name and contact details of the deceased's spouse, closest relative, or a close friend (specify the connection with the candidate)
- ONLY chosen candidates will be contacted.

Once the form is completed, send it to the following address:

soutien-incendie@msp.gouv.qc.ca

or by mail (as evidenced by the postmark) to

Secrétaire du Comité sur les décorations et les citations décernées en matière de sécurité incendie
et pour des activités de secours
Direction de la sécurité incendie
Ministère de la Sécurité publique
2525, boulevard Laurier
Tour du Saint-Laurent, 6e étage
Québec (Québec) G1V 2L2

Decorations and citations will be bestowed in October, in Québec City.
N.B. The information provided may be used for purposes of verification.