



# Texas Fire Marshal's Association Achievement of Excellence in Fire Prevention Award

## APPLICATION PACKET

---

### Contents

<b>Changes in this Update</b> .....	<b>2</b>
Summary of Changes to this DOCUMENT .....	2
List of changes in THIS UPDATE .....	2
<b>Part I. The Program</b> .....	<b>3</b>
Application Instructions.....	3
<b>Part II. Sponsoring Agencies and Payment Information / Invoice</b> .....	<b>4</b>
<b>Part III. Application</b> .....	<b>5</b>
Contact Information .....	5
Additional Notifications.....	6
<b>Part IV. Scoring Criteria</b> .....	<b>7</b>
CATEGORY I: AUTHORITY, ORGANIZATION, AND ETHICS.....	8
CATEGORY II. FIRE AND LIFE SAFETY PROGRAMS.....	9
CATEGORY III. PERFORMANCE METRICS AND CQI PROGRAMS .....	10
CATEGORY IV. WEB-BASED COMMUNICATIONS AND AUTOMATION.....	11
CATEGORY V. CERTIFICATION, EDUCATION, AND DEVELOPMENT.....	12
CATEGORY VI. PROFESSIONAL ORGANIZATIONS.....	13
CATEGORY VII. FIRE PREVENTION LEGISLATION OR ORDINANCES.....	14
CATEGORY VIII. COOPERATIVE PROGRAMS.....	14
<b>PART V. SELF SCORING WORKSHEET</b> .....	<b>15</b>

If you have any questions, please send them to:

[texfma@gmail.com](mailto:texfma@gmail.com)

Subject Line: Attn: AEFP Committee Chair

## Changes in this Update

### Summary of Changes to this DOCUMENT

No.	Date	Description
0	Oct 2011	New issue
1	Oct 2014	Three-year renewal
2	Oct 2017	Electronic submittal preferred
3	Jun 2018	Updated submittal process
4	Oct 2019	Updated scoring process
5	Dec 2021	See below

### List of changes in THIS UPDATE

N°.	Change	Page(s)
2021 – A	Removed October 2019 Draft	1
B	Changed application fee to \$175	4, 5
C	Changed renewal fee to \$175, additional trophy fee \$150; added Credit Card information; removed Purchase Order	4

All changes are marked with a vertical bar in the right-hand margin as shown here. |

## Part I. The Program

The Achievement of Excellence in Fire Prevention Award (“AEFP Award”) is an 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 \$175 , and **applications may be submitted throughout the year**. Applications received after August 1 may be awarded the following year instead of the year received. 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.

<b>Bronze level</b> 125 points	<b>Silver level</b> 150 points	<b>Gold level</b> 175 points	<b>Platinum Level</b> 3 <sup>rd</sup> consecutive gold award
-----------------------------------	-----------------------------------	---------------------------------	---

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. 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](http://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 as shown in this application to facilitate evaluation and scoring;
- **Electronic submittals, in PDF format, are required.** Hard copy application packets will no longer be accepted. All information may be combined into a single PDF file, or multiple PDF files may be submitted to the Awards Committee for consideration. Submittals may be submitted via USB “thumb drive” to the following address:

Texas Fire Marshals Association  
I/C Farmers Branch Fire Department  
Attn: AEFP Award Committee Chair – Tim Dedear  
13333 Hutton Dr.  
Farmers Branch, TX 75234

- An agency must renew their certification every **five years** to maintain award status, unless upgrading to a higher level.
- Please send your questions or requests for additional information to:

[txfma@gmail.com](mailto:txfma@gmail.com)

Subject line: Attn: AEFP Committee Chair, AEFP Application

## Part II. Sponsoring Agencies and Payment Information / Invoice

### The Achievement of Excellence in Fire Prevention is supported 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 Prevention Association of North Texas
- Greater Houston Area Fire Marshal's Council

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 delay your application. Check all that apply:

- Initial Application Fee: **\$175.00** (includes one Trophy and Certificate) **\$175.00**
- Renewal Fee: **\$175.00** (includes one Trophy and Certificate)
- Additional Trophy: **\$150.00** \_\_\_\_\_ (#) @ \$150.00 ea. \_\_\_\_\_
- Additional Certificate: **\$5.00** \_\_\_\_\_ (#) @ 5.00 ea. \_\_\_\_\_
- Total payment due: \$ \_\_\_\_\_**

Name of Entity/Organization: _____	
E-mail address for receipt of payment: _____	
Payment Options (Indicate): <i>Make Check payable to Texas Fire Marshals Association</i>	
<input type="checkbox"/> Check # _____ enclosed.	<input type="checkbox"/> Credit Card # _____
Card Type _____	Name on Card _____ Exp. _____ CVV _____
_____ Print Name	_____ Signature
	_____ Date

## Part III. Application

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

Applications **may be submitted throughout the year**. Applications received after August 1 may be awarded the following year instead of the year received. It is recommended that you keep a copy for your records since application packets will not be returned.

### Contact Information

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 \$175 application fee is non-refundable.

Name of Entity/Organization: \_\_\_\_\_  
*(as you want it to appear on the Award; e.g. Fire Prevention Division, Austin, TX)*

Entity / Organization website URL: \_\_\_\_\_

Primary Contact:

\_\_\_\_\_  
Print Name , Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name and contact information for formal notification of award (Most agencies have the announcement sent to their supervisor or the chief executive.)

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
e-mail address

## 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

## Part IV. Scoring Criteria

To successfully receive the “Achievement of Excellence in Fire Prevention” award, the applicant must obtain a total of at least 125 points out of a possible 200 points. The point value for each criterion is in 1-point increments up the total point value of the criterion. Since the opinion of the AEFP Award Committee is final, we 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	possible 25 points
2. Fire and Life safety programs	possible 50 points
3. Performance metrics and CQI program	possible 25 points
4. Web-based communications and automation	possible 25 points
5. Certification, education, and development	possible 25 points
6. Professional organizations	possible 25 points
7. Fire prevention legislation or ordinances	possible 15 points
8. Task force and other cooperative programs	possible 10 points
<b>TOTAL POSSIBLE POINTS</b>	<b>200 POINTS</b>

## CATEGORY I: AUTHORITY, ORGANIZATION, AND ETHICS

**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, including fire inspection, fire investigation, and public education activities.”

**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?

#### **1a. 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.

#### **1b. 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.

#### **1c. 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.*
- 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.
- 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.
- the agency has adequate administrative services, office systems, and communications systems to support fire prevention activities.

#### **1d. 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.

---

**POSSIBLE 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?

#### 2a. 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.

#### 2b. 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.

#### 2c. 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.

---

**POSSIBLE TOTAL**

**50 PTS**

## CATEGORY III. PERFORMANCE METRICS AND CQI PROGRAMS

### Has the applicant organization achieved the following?

#### 3a. 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.

#### 3b. 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.

#### 3c. 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.

---

**POSSIBLE TOTAL**

**25 PTS**

## CATEGORY IV. WEB-BASED COMMUNICATIONS AND AUTOMATION

### Has the applicant organization achieved the following?

#### 4a. 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.

#### 4b. 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.

#### 4c. 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.*

#### 4d. 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.*

---

**POSSIBLE TOTAL**

**25 PTS**

## CATEGORY V. CERTIFICATION, EDUCATION, AND DEVELOPMENT

### Has the applicant organization achieved the following?

#### 5a. 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:

- 1 point for TCFP Department Head certification;
- 4 points for Basic certification;
- 2 points for Intermediate certification;
- 2 points for Advanced certification; and
- 1 point for Master certification.

Criteria	Agency Size, Fire Prevention Personnel					
	1-2	3-5	6-10	11-25	26-50	50+
Certified, TCFP Head of Department	1	1	1	1	1	1
Certified, Basic in assigned duties	all	all	all	all	all	All
Certified, Intermediate in assigned duties	1	2	4	6	15	30
Certified, Advanced in assigned duties	1	2	3	5	10	20
Certified, Master in assigned duties	1	1	2	3	5	15

*Note: Arson Investigators must be certified both TCFP and TCOLE at appropriate level for full credit*

#### 5b. Education

10 pts

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

- 2 points if agency head has 2-yr degree;
- 3 points if agency head has 4-yr degree;
- 4 points if agency head has post-graduate degree, EFO, FM, or CFO;
- 2 points for personnel with 2-yr degrees;
- 2 points for personnel with 4-yr degrees; and
- 1 points for personnel with post-graduate degrees.

Criteria	Agency Size, Fire Prevention Personnel					
	1-2	3-5	6-10	11-25	26-50	50+
Agency head meets education requirement	1	1	1	1	1	1
Personnel, 2-yr degree	1	2	4	8	15	25
Personnel, 4-yr degree	1	1	2	4	12	15
Personnel, post-graduate degree	1	1	1	2	3	4

*Note: Arson Investigators must be certified both TCFP and TCOLE at appropriate level for full credit*

#### 5c. Professional Development

5 pts

To meet this requirement, your agency must provide evidence of a formal career development program for fire prevention staff, such as CE training that leads to higher certification levels or levels of proficiency, promotional opportunities, and the like. You should include all programs conducted during the past year, a program or scheduled for the coming year, and examples of past success.

**POSSIBLE TOTAL**

**25 PTS**

## CATEGORY VI. PROFESSIONAL ORGANIZATIONS

### Has the applicant organization achieved the following?

#### 6a. Membership

10 pts

Provide evidence that at least 50 percent of all fire prevention staff are active members in good standing with TXFMA and at least one other professional organization, according to the following formula:

$$N = P \div 2$$

Where:

N = number of association members

P = number of agency fire prevention personnel

#### 6b. Leadership

10 pts

Provide evidence that one or more staff members actively participated as an association officer, board member, director, or committee chairperson in a national, state, or regional fire prevention association in the present or past year. Enclose the person's name, organization, and position, along with independent documentation; e.g. association brochure, program list, or website screen shot.

For full credit, committee assignment must be as a chairperson. For partial credit, committee assignment must be as an active and participating member.

#### 6c. Presenter or Author

5 pts

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.

---

**POSSIBLE TOTAL**

**25 PTS**

## CATEGORY VII. FIRE PREVENTION LEGISLATION OR ORDINANCES

### Has the applicant organization achieved the following?

#### 7a. 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 **AND** the edition enforced. 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.

Scoring shall be as follows. If the published edition date of the adopted codes:

- Is within 5 years of the submittal..... 10 points
- Is within 8 years of the date of the submittal .....5 points
- Is within 10 years of the date of the submittal .....3 points
- Is more than 10 years of the date of the submittal ..... 1 point

#### 7b. 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, or related means.

---

**POSSIBLE TOTAL**

**15 PTS**

## CATEGORY VIII. COOPERATIVE PROGRAMS

### Has the applicant organization achieved the following?

#### 8. 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.

---

**POSSIBLE TOTAL**

**10 PTS**

**MAXIMUM POSSIBLE TOTAL 200 POINTS**

## PART V. SELF SCORING WORKSHEET

Complete this worksheet and submit it with your application.

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

Part II – Criteria		POINTS	SELF-SCORE	TXFMA SCORE
1a	Legal Authority	5		
1b	Organization	5		
1c	Planning and Resources	10		
1d	Ethics	5		
2a	Area and Population Served	10		
2b	Fire and Life Safety Risk Analysis	10		
2c	Public Education/Fire Prevention Programs	30		
3a	Performance Measures	5		
3b	Continuing Education	10		
3c	Customer Surveys	10		
4a	Internet website	5		
4b	Web-based “How Do I . . .” links	5		
4c	Web-based complaints	5		
4d	Web-based Application / Payment	10		
5a	Professional Certification	10		
5b	Higher Education	10		
5c	Career Development	5		
6a	Professional Organization Membership	10		
6b	Professional Organization Leadership	10		
6c	Author or Presenter	5		
7a	Adoption of a Fire Prevention Code	10		
7b	Passage of Fire Prevention Legislation	5		
8	Cooperative Programs	10		
<b>TOTAL SCORE</b>				