



Menlo Park Fire Protection District

Board of Director's Policy

Special Recognition of Community Members, Organizations and Events

I. PURPOSE

The Menlo Park Fire Protection District (District) Board of Directors (Board) recognizes the importance of acknowledging individuals and organizations who have made commendable endeavors, and/or substantial contributions to our community.

II. SCOPE

The Board will award certificates of commendation to honor remarkable accomplishments, exceptional service, and significant community events, as identified in Section IV of this policy. Such recognition is not intended for political, commercial, or personal gain that contradicts with the Board's overall objectives.

III. POLICY

It is the policy of the District that special recognition requests are made by community members or Board Directors. The Fire Chief, or designee, will review each request and make recommendations to the Board. The Board has the final authority to approve, modify, or deny these requests.

IV. DEFINITION

Commendation: A certificate of commendation is an official document that recognizes people or groups for their exceptional accomplishments, commitments, or execution. It can be issued by a government or other group and is often awarded at a public ceremony. A certificate of commendation is reserved for individuals and organizations who have made extraordinary, lasting, and significant contributions to the community.

Some examples include, but are not limited to:

- Acts of heroism
- Significant community contributions and events
- Local organizations with a significant impact on the District
- Community members retiring with ample years of service to the community

V. PROCEDURE

The District offers two ways to submit a request for special recognition:

1. **Online Form:** Community members can complete the special recognition form on the District's website at: <https://www.menlofire.gov/board-of-directors> (link text: Menlo Fire Board of Directors).
2. **Board Member Request:** A board member can submit a request directly to the Fire Chief.

All requests will be reviewed by the Fire Chief or their designated representative. Approved requests will be added to the Board meeting agenda for a vote. A majority vote from the Board is required for approval. Once approved, District staff will prepare the formal certificate of commendation for the Board's signature. The Board has the option to present the honoree(s) at a specific Board meeting.