PROFESSIONAL FIRE FIGHTERS OF NEVADA

BENEVOLENT ASSOCIATION

Nevada Firefighters Memorial · Capitol Complex, Carson City

Standard Operating Procedure	**No.** PFFNBA-01
Title: Line of Duty Death and Distinguished Service Submissions	**Effective:** November 2026
Supersedes: LODD Submission Process SOP (February 2025); Distinguished Service Recognition Plaques, Minimum Qualifications/Requirements	**Approved by:** PFFNBA Board

1. PURPOSE

To establish the process for submitting, reviewing and approving Line of Duty Death (LODD) names and Distinguished Service honorees for the Nevada Firefighters Memorial, and for the recognition of those approved on the memorial wall and the Memorial Engine.

2. SUBMISSION PERIOD

2.1 Submissions are accepted from **November 1 through January 31** each year. Submissions received after January 31 will be held for the following year.

2.2 All submissions shall be made on the PFFNBA Line of Duty Death Submission Form (Attachment A) or the Distinguished Service Nomination Form (Attachment B), with the required documentation, and emailed to **pffnba@pffn.org** with a copy to the PFFN President.

2.3 The Board will confirm receipt within 7 days and notify the submitter of any missing items. Missing items must be received by January 31.

3. LINE OF DUTY DEATH SUBMISSIONS

3.1 A submission may be made by a fire department, an IAFF local, a family member, or a member of the PFFNBA Board.

3.2 A submission will be approved only if the death has been officially recognized by the International Association of Fire Fighters (IAFF) or the claim has been accepted by the Public Safety Officers' Benefits (PSOB) Program.

3.3 A submission that is pending IAFF recognition or PSOB acceptance may still be filed. It will be held and reviewed in the next submission period once recognition or acceptance is confirmed.

3.4 Required with the submission: the completed form and proof of IAFF recognition or PSOB acceptance. A photograph and a short biography for the ceremony program are requested.

4. DISTINGUISHED SERVICE NOMINATIONS

4.1 Nominations may be made by a member of the PFFNBA Board, the department in which the nominee served or serves, the Professional Fire Fighters of Nevada, the Nevada Fire Chiefs Association, or the Nevada State Firefighters Association.

4.2 Minimum qualifications:

a. A minimum of 10 years in the fire service in Nevada. This requirement may be waived by a majority vote of the Board if the circumstances documented in the nomination warrant it.

b. An outstanding contribution over and above the line of duty, such as innovation in firefighting techniques, training or equipment; historic preservation or documentation of Nevada's fire heritage; a key role in fire service legislation; service of at least 12 consecutive months on a statewide, regional or national committee developing fire service standards, codes or legislation; or extensive community service outside the fire service.

4.3 Required with the nomination: the completed form; a complete biographical history, with a photograph if available; at least three letters of recommendation from individuals currently in or retired from the fire service outside the nominating department; and supporting documentation such as newspaper or magazine stories, certificates, meeting minutes or programs. Incomplete nominations will not be reviewed.

4.4 Selection:

a. Up to three honorees may be selected each year.

b. An individual may be selected only once but may be nominated an unlimited number of times.

c. Selection is by majority vote of the Board members present.

d. One or more requirements in 4.2(b) may be waived for a nominee whose service has been dedicated to the betterment of the fire service throughout the State of Nevada.

e. For nominees whose service was prior to 1900, these criteria serve as a guideline only. Those nominees will be selected on the overall merit of their service, considering the conditions, standards and practices of the fire service at the time.

5. REVIEW AND NOTIFICATION

5.1 The PFFNBA Board will review all complete submissions during February.

5.2 Each submitter will be notified in writing of the Board's decision no later than **February 28**. A denial or hold will include the reason.

6. MEMORIAL WALL, MEMORIAL ENGINE AND CEREMONIES

6.1 Approved names will be added to the memorial wall in April, weather permitting. Memorial Engine updates will be completed at the same time.

6.2 A formal memorial ceremony will be held in April of each odd-numbered year, when the Nevada Legislature is in session. All names added since the previous formal ceremony will be honored.

6.3 In even-numbered years, a small ceremony may be held at the request of the family or the local fire department. Those honored will also be recognized at the next formal ceremony.

7. CONTACT

Questions should be directed to the PFFNBA at pffnba@pffn.org.

ATTACHMENTS

A. Line of Duty Death Submission Form
B. Distinguished Service Nomination Form

_____

Chair, PFFNBA Board Date

PROFESSIONAL FIRE FIGHTERS OF NEVADA
BENEVOLENT ASSOCIATION

LINE OF DUTY DEATH SUBMISSION FORM

Submission window: November 1 to January 31. The Board reviews submissions in February and responds by February 28.
Email this completed form and all attachments to pffnba@pffn.org, with a copy to the PFFN President.

Firefighter

Full name

Rank

Department

Station or assignment

Years of service

Date of death

Date of birth (optional)

Brief description of the circumstances of death

LODD recognition (one is required for approval)

- Recognized by the IAFF
- Claim accepted by PSOB
- Pending (will be held for the next window once confirmed)

Date of IAFF recognition or PSOB acceptance

Reference or case number (optional)

Attachments

- Proof of IAFF recognition or PSOB acceptance (required)
- Photograph of the firefighter
- Short biography for the ceremony program

Family contact

Name

Relationship

Phone

Email

Mailing address (optional)

Ceremony

In a non-legislative (even-numbered) year, does the family or department request a small ceremony?

Yes No

Submitted by

Name

Organization

Phone

Email

Signature

Date

PROFESSIONAL FIRE FIGHTERS OF NEVADA
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DISTINGUISHED SERVICE NOMINATION FORM

Submission window: November 1 to January 31. The Board reviews submissions in February and responds by February 28.
Email this completed form and all attachments to pffnba@pffn.org, with a copy to the PFFN President.
Full documentation is required. Incomplete nominations will not be reviewed.

Nominee

Full name

Rank or title

Phone

Email

Department(s) served, with dates

Total years of Nevada fire service

Active or retired

Retirement date (if retired)

If fewer than 10 years, explain why the Board should waive the service requirement

Nominated by

- Member of the PFFNBA Board
- Professional Fire Fighters of Nevada
- Nevada State Firefighters Association
- Department where the nominee served or serves
- Nevada Fire Chiefs Association

Contribution over and above the line of duty (check all that apply and describe)

- Innovation in firefighting techniques, training or equipment, or Nevada fire heritage

Describe

- Key role in fire service legislation

Describe

Distinguished Service Nomination Form (continued)

Statewide, regional or national committee service (at least 12 consecutive months)

Committee name | From | To

Describe the work

Extensive community service outside the fire service

Describe

Statewide waiver request (optional): describe service dedicated to bettering the fire service across Nevada

Letters of recommendation (at least 3, from outside the nominee's department)

Letter 1: writer's name | Department or agency | Active or retired

Letter 2: writer's name | Department or agency | Active or retired

Letter 3: writer's name | Department or agency | Active or retired

Attachments

Complete biographical history (required)

Photograph of the nominee

Three letters of recommendation (required)

Supporting documents (news stories, certificates, minutes, programs)

List the supporting documents attached

Nominator

Name | Organization

Phone | Email

Signature | Date