SAMPLE

Message from the Fire Chief to fire department personnel explaining the CFAI process from the beginning.

To: Fire Department Personnel

From: Fire Chief

Subject: Fire Department Accreditation Process

In the coming weeks and months, the fire department will be embarking on an in-depth self-assessment model as presented by the Center for Public Safety Excellence (CPSE). The self-assessment process is the initiation of a new and holistic approach to managing and operating the fire department and will involve numerous people both within and from outside our ranks. As fire chief, I am extremely excited to begin this journey through self-assessment, which leads us to the overall goal of agency accreditation.

You may be asking yourself, as a firefighter, what’s in this for me? International fire service accreditation has become the Gold Standard of performance in the industry. This model of self-assessment examines everything we do as an organization. The processes we will implement will force us to examine all our programs annually, giving us real data and information to base our requests upon. No longer will we be asking for resources simply based upon emotion or past practice. Simply put, accreditation forces us to remain current with every aspect of our operation to assure you as a firefighter are well trained, well equipped, well compensated, and safe as you perform throughout your careers.

As your fire chief, I am excited to have the ability to apply such a comprehensive self-assessment model to our community’s public safety operation. I look forward to seeing the progress we will make both as a fire department and a community. I see this process as helping you as firefighters better understand how decisions are made and what role you play in those decisions. I look forward to your involvement and input into many aspects of the process. I am encouraging you to get involved and contribute to this worthwhile endeavor.

Sincerely,

Fire Chief