

# Pickering Professional Firefighters Association

## Funeral and Bereavement Policy

Preface: The purpose of this policy is to act as a guideline to PPFA Local 1632 member's participation in and/or attendance at a memorial or funeral services for an active or retired member. This policy will also cover the Association's practices in regards to the services of firefighters from other departments that have lost their lives in the Line of Duty.

### **Operating and Procedural Guidelines for Pickering Local 1632**

Committee Chair The executive will appoint a member of the executive committee as chair of the standing funeral committee. The chair will serve as the coordinator of all funeral committee activities. The committee chair shall prepare any statements to the media. The Chair shall be the 1<sup>st</sup> designate for all funerals after the president.

Funeral Committee Establishment: It shall be established as soon as practical after an event requiring a department funeral and/or a ceremony in which the P.P.F.A. executive has chosen to/ or been asked to participate in. The committee shall be comprised of the P.P.F.A. executive and other members as appropriate. (I.e. close friends of the deceased member)

### **Pickering Local 1632 Member**

Line of duty: In the case of a Firefighter killed while in the performance of his/her duties or dies as a result of injuries which were received during performance of duty, he/she is entitled to a funeral with Full Department Honours.

Active member: When an active member dies while off duty he/she is entitled to a Department Funeral.

If the family of a member requests a department funeral here are some of the guidelines to be considered.

The most significant difference for a line of duty death is: Fire Department pumper as a caisson to bear the casket: the draping of the casket with the Canadian Flag. This is to be supplied by the Association, and presented to the family at the funeral.

1. The ceremony should be conducted with dignity, always keeping in mind the wishes and feeling's of the family.
2. The Funeral Committee will endeavour to inform all the necessary parties of the funeral arrangements as soon as the information becomes available. IAFF, OPFFA and O.F.M. protocols shall be followed.
3. The entire executive of the PPFA Local 1632, that can be reached, should attend the funeral. Time off and expenses shall be granted at the discretion of the President.

### Funeral committee Responsibilities:

1. Visit the family offer condolences and advise them that the deceased is entitled to a fire department funeral.
2. Explain the part the Association is prepared to play in the service. Offer any assistance they may require and advise them of any decisions.
3. Co-ordinate with the Fire Chief once the type of funeral has been settled. It is important that the Chief be contacted since many of the arrangements will fall under his jurisdiction.
4. Liaise with funeral home, church and clergy in a Line of Duty death with Full Department honours to describe the capability of the pumper that will carry the casket, flowers and any requirements or special procedures that are necessary.

### Association Responsibilities

1. In the Line of Duty death, a Canadian Flag will be supplied for the casket. It will be formally presented to the family during the service.
2. Arrange for a Colour Guard, Band, Drummers or Piper.
3. Arrange suitable flowers.
4. Assign Firefighters to be in attendance during the period designated for visitation at the funeral home.
5. Arrange pall bearers and Guard of Honour if required.
6. Arrange a Police escort.
7. Arrange a suitable wake.
8. The treasurer of the P.P.F.A. will budget \$\_\_\_\_\_annually to cover any funeral committee costs.

It will be the responsibility of the Association, working in conjunction with the appropriate City Departments, to ensure the deceased member receives a dignified ceremony.

### Retired Members

There is no formal participation following the death of a retired member, unless it is recognized under the act as a Line of Duty Death. In the case that the death is not recognized, this does not preclude voluntary uniformed honour guard or pallbearers, if individuals wish to participate. In special cases, when the Fire Department is involved, the ceremonial officer may coordinate activities and other such services as appropriate.

It will be at the discretion of the P.P.F.A. Executive Committee what additional action will be taken.

Friends of Pickering Local 1632: As per Standing Rule 12

### **International and Canadian Firefighter Deaths**

In the case of an International and Canadian firefighter killed in the line of duty, the following shall serve as a guideline

1. For any local within the boundaries of the O.P.F.F.A District 1/I.A.F.F. District 13 or a Local within 200 kilometers of the city of Pickering, the President and/or his designate and the Committee Chair or his/her designate may attend.
2. For any other Canadian Local, the President and/or his designate and/or the Committee Chair may attend at the discretion of the President.
3. In cases of extreme circumstances such as Acts of terror and/or multiple deaths . The president and/or his designate and the Committee Chair and/or his/her designate may attend at the discretion of the President.
4. In all circumstances, when not attending a letter of condolence should be sent.

### **I.A.F.F. Fallen Firefighter Memorial:**

In a year in which a PPFA member's name is being added to the fallen firefighter memorial the following should be considered.

All effort should be taken to ensure that the president and/or their designate be present during the ceremony.

In the case of multiple names being added to the monument, the President and/or his/her designate and the Committee Chair or his/her designate may attend.

It will also be the practice of the Association to invite the family members of the deceased member to the ceremony. The Association may cover the following costs;

The immediate family member (one only) shall have there air fare and double occupancy hotel room cost covered by the Association.

Under extenuating circumstances the P.P.F.A. Executive shall have the authority to amend any section of the policy at any time as the need may arise. .