



Southeastern Association of Fire Chiefs

Policy 2010 -12/07 REV. I – 2017/04 Memorial Service Policy

1.0 PURPOSE

The Board of Directors of the Southeastern Association of Fire Chiefs has established this policy for the use by the conference committee and staff. This policy will facilitate governance of the SEAFCA memorial service and provide clear and consistent guidance concerning how the memorial Service shall be conducted from year to year.

2.0 OBJECTIVE

Observance of this policy will promote consistent procedure to be followed by the officers, staff and the conference committee in planning and conducting the Memorial Service.

3.0 SUBMISSION

Names of members that qualify per the SEAFCA death policy shall have their names submitted to the conference committee to be read at the Annual Conference Memorial Service. The names of each state's LODD's shall also be read, regardless of membership status.

SEAFCA State Directors and/or State Association Executive Directors/Secretaries shall notify the SEAFCA Executive Director of any deaths within their state that have occurred since the previous year's conference. Names shall be submitted to the Executive Director 30 days prior to the Annual Leadership Conference.

4.0 MEMORIAL SERVICE

The following shall be the procedure to be followed during the memorial service at the annual conference:

Invocation By Chaplain _____	From the _____	Fire Department
Presentation of Helmet By _____		Fire Department Honor Guard
Reading of Names By Chief _____	From the _____	Fire Department
Tolling of Bell By Chief _____	From the _____	Fire Department

Taps By _____ From _____

Fire Fighters' Prayer By Chaplain _____ From the _____ Fire Department

Bag Pipes By _____ Pipes & Drums Band

Benediction By Chaplin _____ From the _____ Fire Department

5.0 ALTERATION

No alteration or deviation of the service shall be allowed without the approval the Executive Committee.

Adopted by the Board of Directors on this 7th day of December, 2010

Amended and Adopted by the board of Directors on this 4th day of April, 2017

Lisa Moatts
Executive Director SEAFAC

Chief Wallace Possich
Constitution & By-Laws Committee
Chairman