

Wake & Funeral Plan

FF Ray Moreau

Wake: Friday, August 1st 2025

Burial: Saturday, August 2nd 2025



Compiled by the:
Plainville Fire Department

PFD & CONNECTICUT STATEWIDE HONOR GUARD WAKE/FUNERAL RESPONSE PLAN

Contact Telephone Numbers

<u>Name</u>	<u>Organization</u>	<u>Title/Assignment</u>	<u>Email</u>	<u>Cell</u>
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Anthony Ruggiero	CTHG/UConn FD	Operations	Anthony.ruggiero@uconn.edu	860-847-0849
JP Smedile	Plainville FD	Planning	Jp.smedile@yahoo.com	201-873-6519
Kurt Plourde	Plainville FD	Logistics	Kurt.plourde13@gmail.com	860-481-9175
Thomas Moschini Jr	Plainville FD	Communications	tmoschinijr@gmail.com	860-989-8017
Ronald Dievert	Plainville FD	Public Information	firemarshal@plainville-ct.gov	959-245-4622
Billy Gammon	Plainville FD	Family Liaison	wgammonpfd@gmail.com	860-801-1917
Adrien Paradis	Plainville FD	Finance	deputyfirechief@plainville-ct.gov	203-641-5497
John Myska	Plainville FD	FD Liason/Union	johntmyska@gmail.com	860-372-7886
Thomas Moschini Sr	Plainville FD	Chief	firechief@plainville-ct.gov	860-250-7780
Andrea Wasley	Plainville Funeral Home	Funeral Director	andrea@plainvillefh.com	860-302-8819
Alex Cintron	CSP	CSP Traffic Services	Alexander.cintron@ct.gov	860-999-3908
Chris Vanghele	Plainville PD	Chief	vanghele@plainville-ct.gov	860-839-9932
Mark Connoy	Plainville PD	Lieutenant	connoy@plainville-ct.gov	
Jack Casner	Cheshire FD/Region 2 ESF 4	Auxiliary Planning	jcasner@cheshirect.gov	203-410-4320
Kenneth Beliveau	Hartford County Coordinator, Region 3 ESF 4	Mutual Aid Planning	Kfbct58@aol.com	860-614-9538
Eric Heath	Southington FD	Chief	eh Heath@southington.org	860-874-2561
Scott Lee	Southington FD	Asst. Chief	slee@southington.org	203-300-4370
Lucien Lafreniere	Waterbury FD Special Services	Captain	llafreniere@waterburyct.org	203-808-2973
Bryan DeAngelo	Waterbury FD Special Services	Captain	bdeangelo@waterburyct.org	
Bill Cadella	CTHG/Waterbury FD	Honor Guard/Color Guard/Pipes & Drums	Bcadella79@gmail.com	203-948-1996
Brendan Moon	CCSU PD	Lieutenant	bmoon@ccsu.edu	860-874-4833
Richard Homestead	CCSU PD	Lieutenant	homestead@ccsu.edu	203-213-6596
Mark Amatrudo	CTHG	Commander	shorelineassociates@gmail.com	203-623-7146
Andy Cirioli	Town Of Plainville	Asst. Town Manager	cirioli@plainville-ct.gov	860-801-0801
Pedro Muniz	CSP	PIO	Csp.pio@ct.gov	

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<u>Name</u>	<u>Organization</u>	<u>Title/Assignment</u>	<u>Email</u>	<u>Cell</u>
Joyce Harris	CT Veterans Affairs		Joymh1@aol.com	860-303-1718
Patrick Ciardullo	New Britain EMS		Patrick.ciardullo@nbems.org	860-538-0233
Matt Hammell	Southington PD		mhammell@southingtonpolice.org	860-877-9944
Bill Utermarck	CSP		William.utermark@ct.gov	860-716-5284
Jon Barbagallo	Norfolk FD/IMT	PIO Liasion	pio@norfolkfire.org	860-689-3921
Bobby Thompson	Aqua Turf		Bobby@aquaturfclub.com	860-919-7750

Event Objectives

1. Provide full fire service honors to FF Ray Moreau and his family as they go through this difficult time.
2. Assist the Plainville Fire Department in supporting the needs of the family.
3. Help ensure a safe and healthy environment for all involved with the services
4. The following additional objectives relate specifically to the involvement of the Funeral Planning Committee and its sub-committees
 - a. If necessary, provide alternate plans to support modified services in the event of extreme weather
 - b. Support the needs of the Plainville FD and CTHG with plan creation
 - c. Provide supplemental assistance to the PFD PIO
 - d. Ensure that appropriate bus transportation plans are developed for the wake and funeral
 - e. Consider providing sanitation for members/public in line for the viewing services, as well as at parking locations for the wake.
 - f. Provide communications for CTHG operations

Weather Monitoring & Potential Need For Plan Modifications

As of 1200 on Thursday, 7/31 the National Weather Service forecast for Friday day and night as well as Saturday is as follows:

Friday Day: Showers likely, mainly before 7am. Patchy fog before 9am. Otherwise, mostly cloudy, with a high near 72. North wind around 11 mph. Chance of precipitation is 60%. New precipitation amounts between a quarter and half of an inch possible.

Friday Night: Mostly clear, with a low around 57. North wind 3 to 6 mph.

Saturday: Sunny, with a high near 80. North wind around 6 mph.

For Friday, if the weather holds to the current forecast there should be no need for major modifications to the plan. Should the forecast change to more significant weather, we will work on deploying pop up tents the best we can to provide coverage for those waiting in line for the viewing. The State Fire Administrator was contacted to see if DEMHS can provide 4 pop-up tents. They have been delivered to the Plainville Firehouse and are on standby if needed. DEMHS will also provide weather updates throughout the day to the command team so we can get a jump on plan modifications as needed.

Schedule of Events

<u>Description</u>	<u>Who</u>	<u>Where</u>	<u>Date(s)</u>	<u>Time(s)</u>
Preparations – Apparatus, Station, Uniforms, etc.	All members	Various	Before Fri Aug. 1 st	Various
Training for Casket Vigil, Color Team & Casket Movements	Any member involved in the services (I.E pallbearers, flag folders etc.)	Plainville FHQ	Wed 7/30 & Thurs 7/31	6:30 PM to 9:00 PM
Initial Planning Meeting	All personnel wanting/needing to be involved in planning	Plainville FHQ	Tue 7/29	10:00 AM
Ops Order Meeting	All funeral planning committee members	Plainville FHQ	Wed 7/30	4:00 PM
Additional Planning Meetings	None planned at this time			

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Final Planning Meeting	All funeral planning committee members	Plainville FHQ	Fri, Aug 1 st	10:00 AM
<u>WAKE</u>				
Family Time in Funeral Home (No FD Personnel, unless invited by family)	N/A	Plainville Funeral Home	Thurs, July 31 st	N/A
Move apparatus to Funeral Home for Placement	Assigned by Chief	Plainville Funeral Home, 81 Broad St., Plainville	Fri, Aug 1 st	In Place at Funeral Home by 1:30 PM
Helmet & PPE To Funeral Home for Placement	Assigned by Chief	Plainville Funeral Home	Fri, Aug 1 st	In Place at Funeral Home by 1:30 PM
Arrive At the Firehouse	PFD Members	77 W. Main St, Plainville	Fri, Aug 1 st	Arrive before 1:30 PM
PFD To Funeral Home	All PFD Members	Plainville Funeral Home	Fri, Aug 1 st	
<u>Description</u>	<u>Who</u>	<u>Where</u>	<u>Date(s)</u>	<u>Time(s)</u>
Wake	PFD Members	Plainville Funeral Home	Fri, Aug 1 st	Arrive by 2:00 PM
Non-PFD Uniformed Personnel	Bus Transportation	Park at 41 Woodford Ave and bussed to Funeral Home	Fri, Aug 1 st	Buses will run from 2:45 PM to End Of wake

PFD Walkthrough	PFD Members	Plainville Funeral Home	Fri, Aug 1 st	2:00 PM to 3:00 PM
Casket Vigil Duty	All members (PFD and/or FF from mutual aid FD's may assist)	Plainville Funeral Home	Fri, Aug 1 st	10 Minute shifts (2 members/shift) from 3:00 PM to end of wake
<u>Celebration Of Life</u>				
Pick Up Portable Radios	Ensure CTS Has Radios On Site	Welte Hall	Sat, Aug 2 nd	TBD
PFD Members arrive at Aqua Turf and load bus to CCSU	All PFD members not directly involved in funeral and their families	Aqua Turf Club, 556 Mulberry St, Plantsville	Sat, Aug 2 nd	8:00 AM with busses leaving NLT 8:30 AM
PFD Members arrive at FHQ	All PFD chiefs, members involved as pallbearers,	PFD FHQ, 77 W. Main St,	Sat, Aug 2 nd	8:00 AM

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and load up on apparatus and head to funeral home	Helmet Bearer, apparatus drivers, planning, & logistics	Plainville		
Reporting to Funeral Home	All PFD chiefs, members involved as pallbearers, Helmet Bearer, apparatus drivers, planning, & logistics	Plainville Funeral Home	Sat, Aug 2 nd	Arrive by 8:30 AM
Take PPE & Stand for Aqua Turf	Funeral Home Staff	Funeral Home to Aqua Turf	Sat, Aug 2 nd	9 AM
Procession to Welte Hall, CCSU	All PFD apparatus and other involved vehicles	Welte Hall, CCSU, 1615 Stanley St, New Britain	Sat, Aug 2 nd	Leaves PFH ~ 9:00 AM
All Other Uniformed Personnel Report to CCSU	Outside uniformed personnel	Welte Hall	Sat, Aug 2 nd	8:15 AM
Uniformed Personnel at CCSU- Create Sea of Blue, Place Color Teams, etc.	Plainville FD, and other outside uniformed personnel	Welte Hall	Sat, Aug 2 nd	8:15 AM-9:30 AM

<u>Description</u>	<u>Who</u>	<u>Where</u>	<u>Date(s)</u>	<u>Time(s)</u>
Prepare inside Welte Hall, Follow Seating Plan, Obtain Table for Helmet, etc.	CTHG	Welte Hall	Sat, Aug 2 nd	8:00 AM to 9:00 AM
Family & Friends Will Be Seated in Welte Hall Before Arrival of Procession	Anyone not in uniform or immediate family coming from Funeral Home	Welte Hall	Sat, Aug 2 nd	Before 9:30 AM
Procession Arrives At Welte Hall	All PFD apparatus and other involved vehicles	Welte Hall	Sat, Aug 2 nd	Approx 9:30 AM
Bagpipes Play While	Helmet Casket	Welte Hall	Sat, Aug 2 nd	Approximately 9:35 AM

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Procession Arrives and Casket is Moved Into Welte Hall	Family PFD Sea Of Blue			
Celebration Of Life	All	Welte Hall	Sat, Aug 2 nd	Reporting Time 10:00 AM
Reading of the Last Alarm Passage and Ringing of the Bell	All	Welte Hall	Sat, Aug 2 nd	Adam Seigle reads and Kurt Plourde rings the bell
Prior To Release of Congregation From Welte Hall (Confirm timing with Funeral Director)	All Uniformed Personnel are collected and moved to their location as sea of blue	Welte Hall	Sat, Aug 2 nd	Approximately 11:00 AM

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<u>Description</u>	<u>Who</u>	<u>Where</u>	<u>Date(s)</u>	<u>Time(s)</u>
Casket Loaded onto Engine 4 and Leaves For Cemetery	Pall Bearers	Welte Hall	Sat, Aug 2 nd	Approximately 11:35 AM
Bus Transport to Cemetery	Uniformed Personnel	Welte Hall	Sat, Aug 2 nd	Approximately 11:25 AM
<u>CEMETERY</u>				
Uniformed Personnel Arrive Before Procession and Line The Route To The Gravesite	All Uniformed Personnel	South End Cemetery, 200 South End Rd, Plantsville	Sat, Aug 2 nd	Approximately 11:55 AM
Procession Stops Near Beginning of Cemetery For March To Gravesite	PFD Members March with the Pipes & Drums To The Gravesite	South End Cemetery	Sat, Aug 2 nd	Approximately 12:05 PM
Graveside Service	TBD	South End Cemetery	Sat, Aug 2 nd	Approximately 12:15 PM
Flyover	LifeStar	South End Cemetery	Sat, Aug 2 nd	Approximately 12:15 PM
Playing of Taps	CTHG	South End Cemetery	Sat, Aug 2 nd	Approximately 12:15 PM
Helmet To Be Presented To Family	Chief	South End Cemetery	Sat, Aug 2 nd	Approximately 12:15 PM
Playing Of Last Radio Call	TBD	South End Cemetery	Sat, Aug 2 nd	Approximately 12:15 PM
Chief Places Gloves On The Casket, Followed FFs (ONLY CHIEF REMOVES GLOVES)	TBD	South End Cemetery	Sat, Aug 2 nd	Approximately 12:15 PM

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<u>Description</u>	<u>Who</u>	<u>Where</u>	<u>Date(s)</u>	<u>Time(s)</u>
Bus Transport back to CCSU	Uniformed Personnel	South End Cemetery	Sat, Aug 2 nd	Immediately after the burial service
Bus Transport to Aqua Turf	PFD Members and family	South End Cemetery	Sat, Aug 2 nd	Immediately after the burial service
Reception	Family, PFD Members, Invited personnel	Aqua Turf	Sat, Aug 2 nd	Immediately after the burial service

Gravesite Services Order

1. Casket placed while band plays
2. Committal Service
3. Remove & Fold Flag
4. Lifestar Flyover
5. Playing of Taps
6. Flag Presented To Family
7. Helmet Presented To Family
8. Last Radio Call Played
9. Chief Salutes & Places gloves – Others Salute, but do not place gloves

Planning Information

Funeral Home: **Plainville Funeral Home**

Name of Funeral Director: **Andrea Wasley**

Address: **81 Broad St, Plainville**

Telephone #: **860-747-8100**

Would the family like a formal Fire Department service? Yes: ☒ No ☐

Is there a preference? Burial ☒ Cremation ☐

Has a cemetery plot been already purchased? Yes ☒ No ☐

Location: **South End Cemetery, 200 South End Rd, Plantsville**

Will there be a Wake/Viewing: Yes ☒ No ☐

Location: **Plainville Funeral Home**

Date: **Friday, August 1st 2025**

Time: **PFD Services 1400, Public 1500-1900**

Celebration Of Life: **Yes**

Location: **Welte Hall, CCSU**

Date: **Saturday, August 2nd**

Time: **1000-1100**

Burial (graveside) service? Yes ☒ No ☐

Are there preferred speakers? **Jesse Gnazzo**

CTHG Wake Assignments:

Operations Section Chief: **Anthony Ruggiero**

Honor Guard Branch Director: **William Cadella**

Interior: **Dennis Guay**

Green Room: **Ken Boudreau**

Safety Officer In Parlor: **Jeff Cookson**

Gatekeeper: **Mark Lutz**

SIG Escorts: **Tim Pelton and Mark Amatrudo**

On Duty Crews & Bus Escorts: **Ed Bruey and Don Marchesseault**

Floater: **Alan Dominy**

PFD Training: **Bill Cadella & Anthony Ruggerio**

Pipes & Drums: **Ryan Parette (# of members of combined band TBD)**

CTHG Celebration Of Life Assignments:

Operations Section Chief of Moreau Services, Production: **Anthony Ruggiero**
Honor Guard Branch Director of Moreau Services, Sergeant at Arms: **William Cadella**
SIGS: **Mark Amatrudo**
Pallbearers and Stairs Team: **Melissa Roming**
Assistant Sergeant at Arms: **Ken Boudreau**
Exterior: **Ed Bruey with Alan Dominy assisting**
Interior: **Dennis Guay and Art Hug**
Sea of Blue: **Tom Levy**
Color Teams: **Jeff Cookson**
Parking (liaison to FP/FH for parking civilians attending burial) and Transportation
(pushing folks to buses at end of service): **Don Marchesseault**

Cemetery Advance Team:

Ed Bruey (OIC), Alan Dominy, Jeff Cookson

Plainville FD Assignments:

Pall Bearers: **Dave Mazurek, Thomas Moschini Jr, Dennis Wynne, Adam Siegle, John Myska, Tony LaBella, Noel Roche, Evan Dube**
Helmet Bearer: **Adrien Paradis**
Bell Ceremony Reader: **Adam Siegle**
Bell Ceremony Ringer: **Kurt Plourde**
Flag Folding Detail: **JP Smedile, Dave Massey, Stephen Chapman, Phil Brochu, Taylor Cavaliere, Adam Barbuto**
Caisson Driver (Engine 4): **Thomas Moschini Jr**
Caisson Support Driver (Utility 1): **Dave Mazurek**
Car 1 Driver: **John Myska**
Engine 3 Driver: **TBD**
Rescue 1 Driver: **TBD**
Tower 1 Driver: **Timmy Lennon**

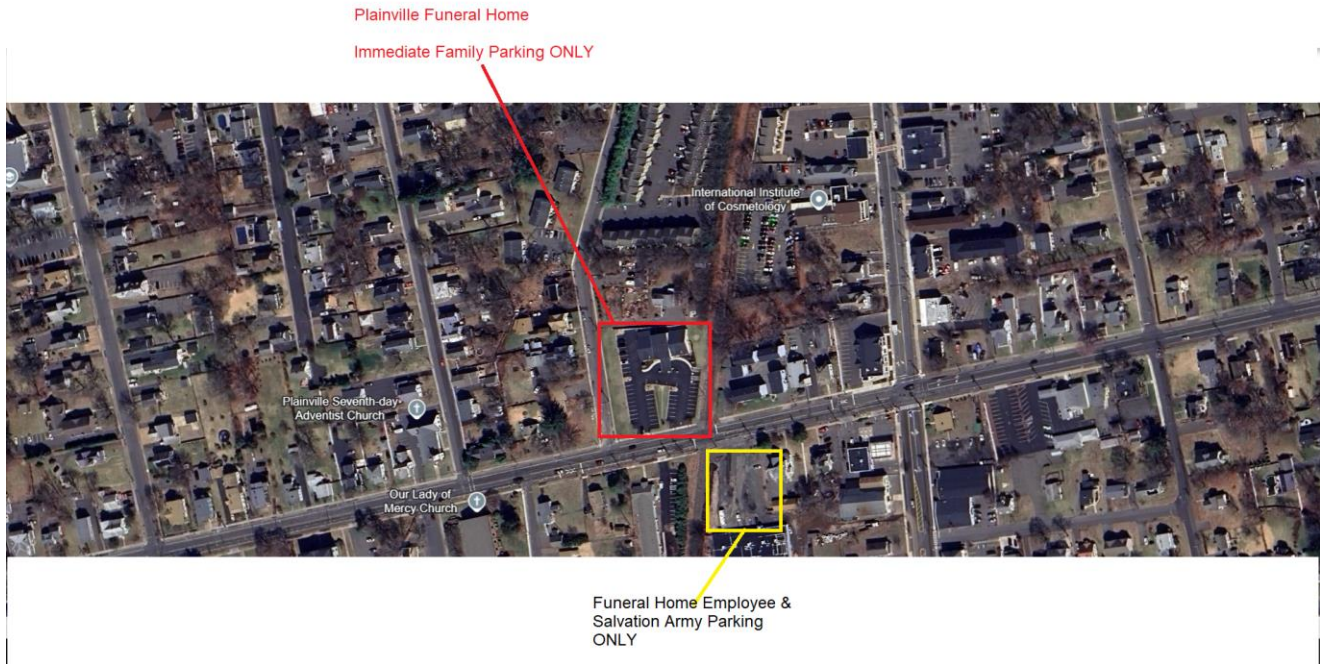
Announcement

Instruct fire dispatch center to notify department members with the following announcement:

“It is with deep regret that the Plainville Fire Department announces the passing of Firefighter Raymond “Ray” Moreau. Calling hours will be from: 3 PM to 7PM on Friday, August 1st. Department members are asked to meet at Plainville Funeral Home, at 81 Broad St in full dress uniform. The funeral will take place at CCSU Welte Hall on Saturday, August 2nd from 10 AM to 11 AM.”

Wake

Aerial View of Plainville Funeral Home



Wake Parking/Bus Route

GE Parking Lot, 41 Woodford Ave

Left onto Woodford Ave

Left to travel on East St

Right to travel on Broad St. Drop off area TBD on Broad St

High School Parking Lot, 47 Robert Holcomb Way

Right onto Robert Holcomb Way

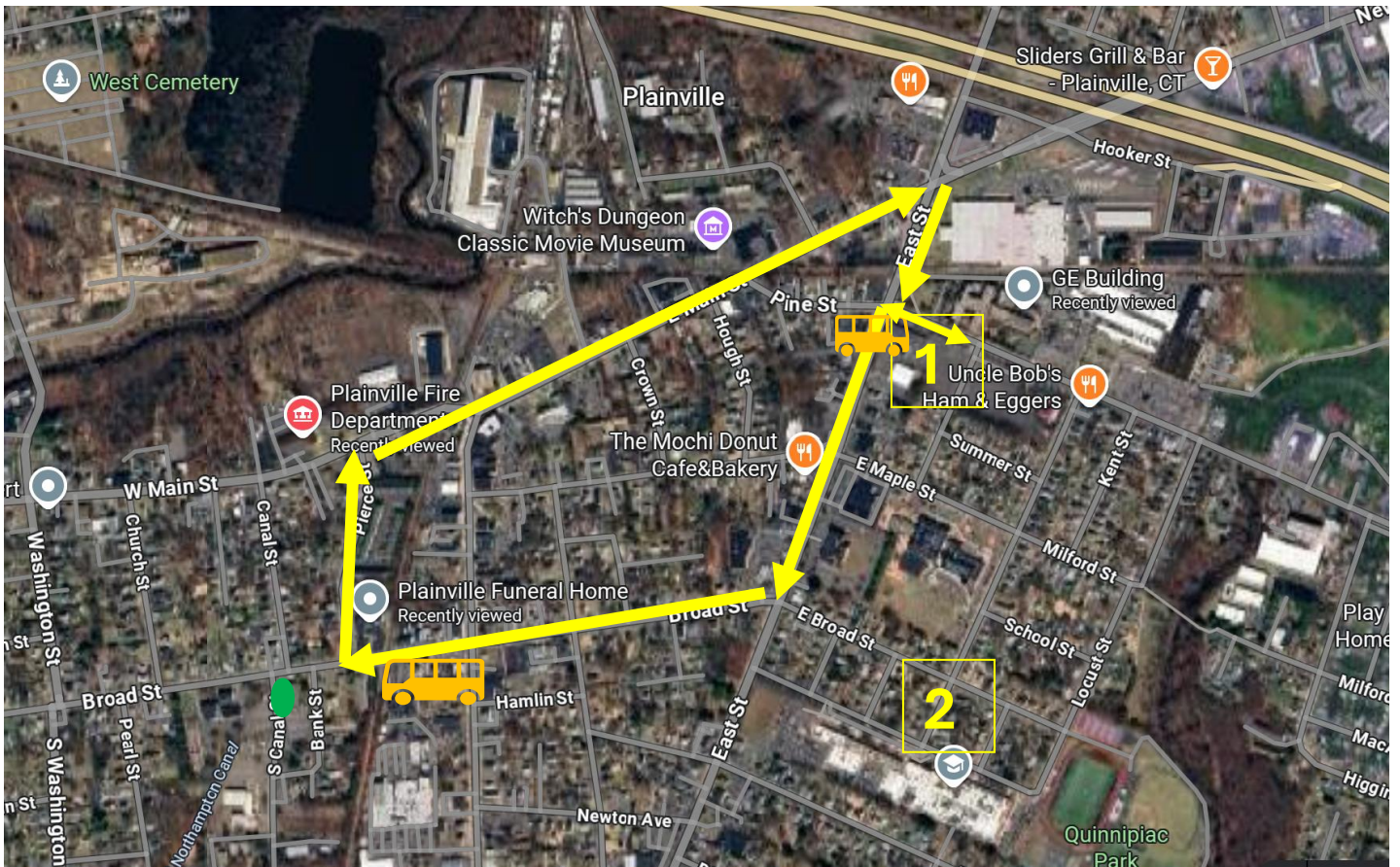
Left onto Linden St

Left onto East Broad St

Travel down to Broad St. Drop off area.

Wake/Vigil

Shuttle Parking and Shuttle Route



Primary parking at GE Lot and shuttle to PFH. Secondary parking at Plainville High School

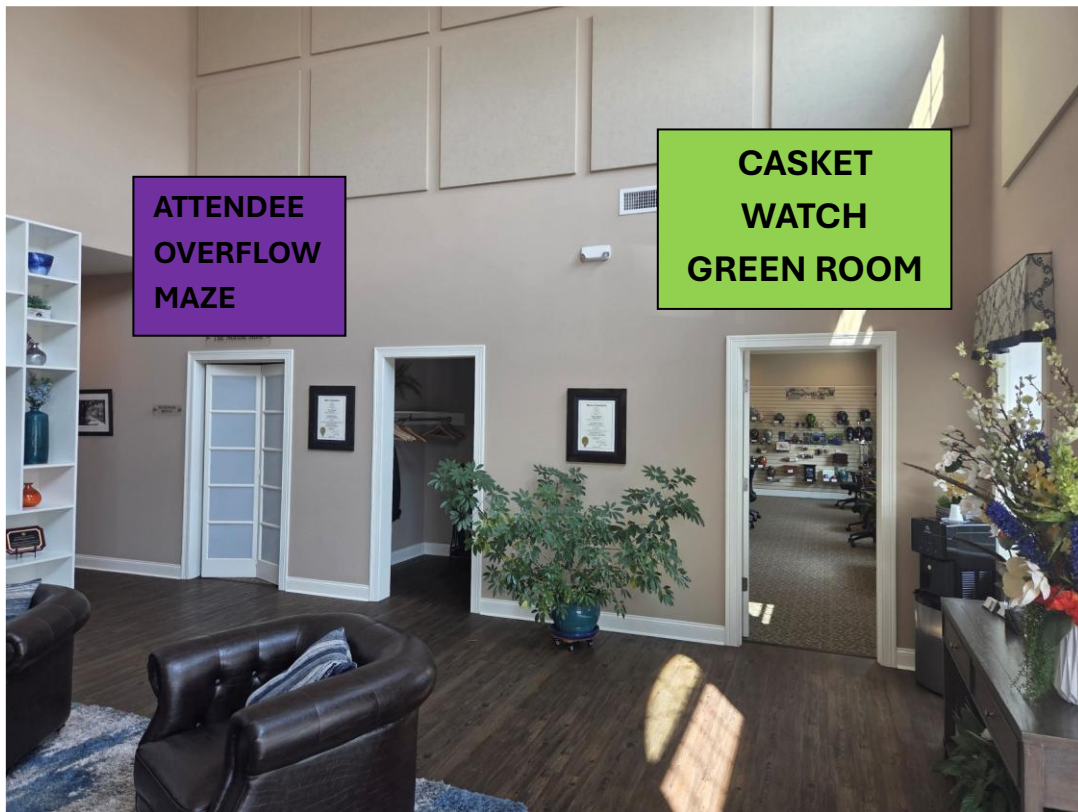
Honor Guard parking and apparatus/civilian overflow parking at Our Lady of Mercy Church

Wake/Vigil

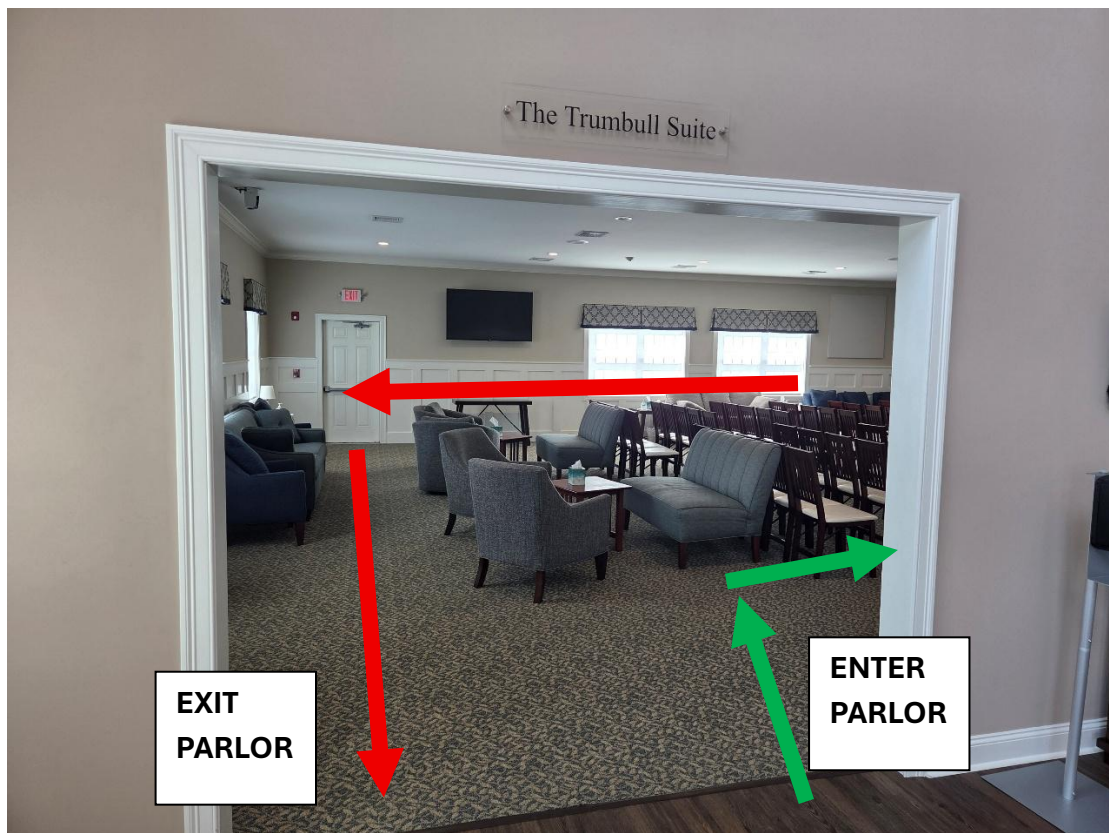
Plainville Funeral Home



Wake/Vigil



VIEWING ROOM



Wake/Vigil



- Green arrows are flow direction of attendees. Right along interior wall to the casket. Family seated along exterior wall and continue to back of room to exit out same door you entered.
- Red arrow is front approach isle for changing of the casket guards
- Red Circle is location of the Gate Keeper to stop traffic flow ahead of changing of the guard.
- Guards changed every 10 minutes
- Safety Officer remaining in room throughout event for casket guards

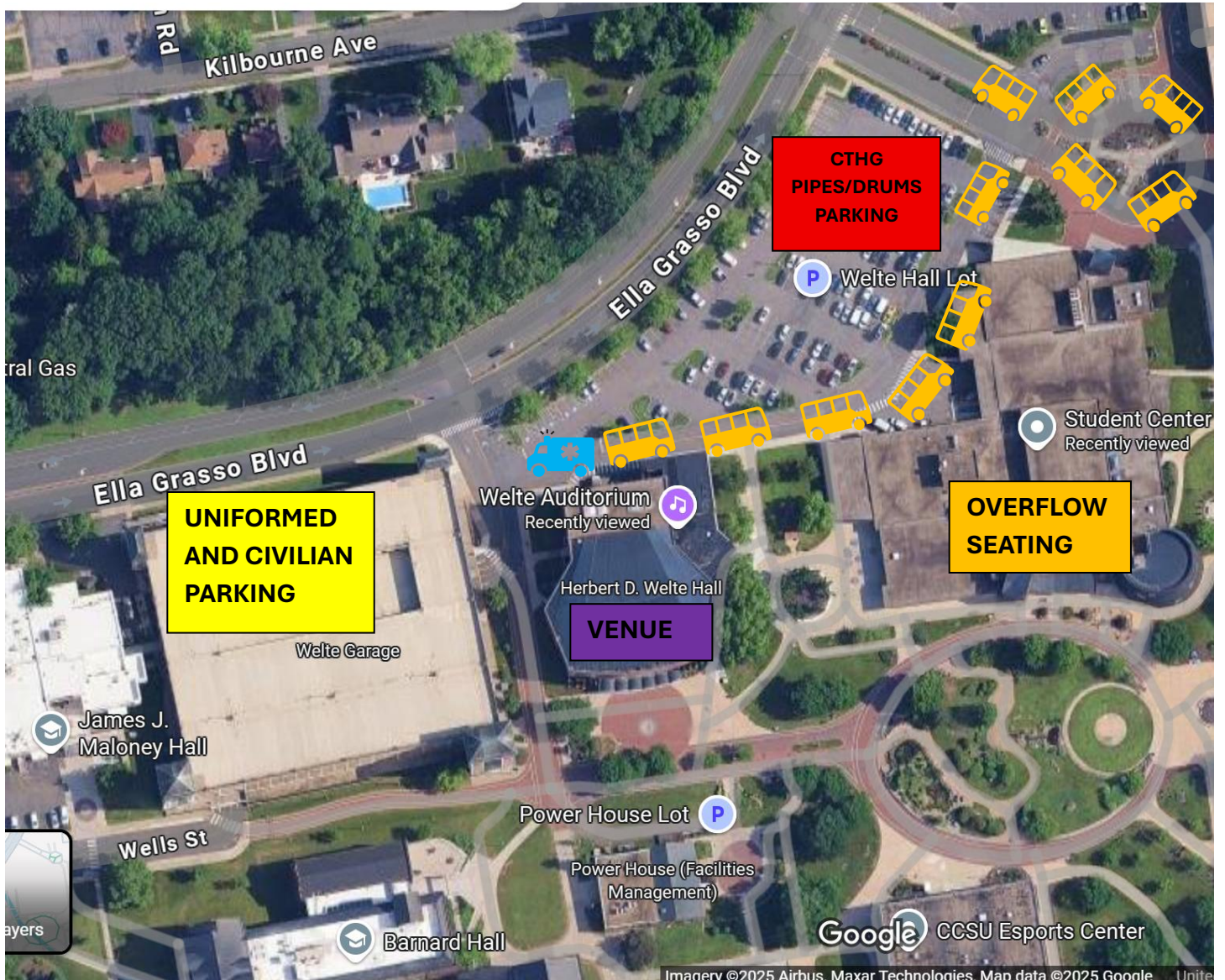
Funeral Parking

All POV's, along with any apparatus, will be parked at CCSU. Welte garage will be the primary parking area for POV's. The first floor will be reserved for any vehicles that will be in the procession to the cemetery. Fire police will be on site coordinating that. All busses, apparatus, and overflow POV's will park in the lot to the rear of Welte Hall, as well as the Student Center garage and lot if needed

Motorcade Procession Order

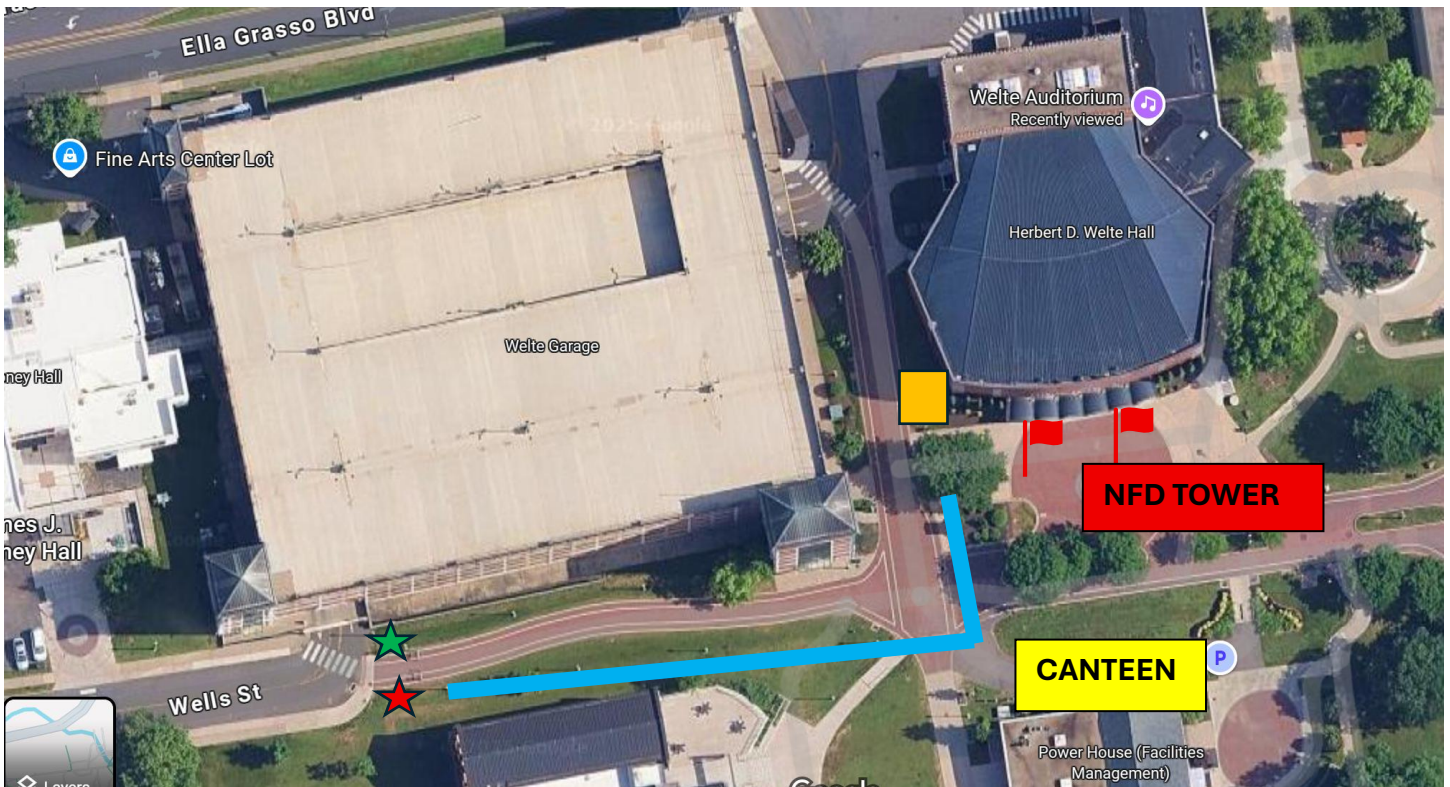
- Police Escort & Motor Units
- Funeral Vehicles
- Chiefs Car
- Ray's Comcast Truck
- Tower 1
- Rescue 1
- Engine 3
- 1, Possibly 2 Fire Motors
- Caisson Unit (Engine 4)
- Family Limo
- Extended Family Vehicles
- AMR
- Police Escort & Motor Units

Funeral Service



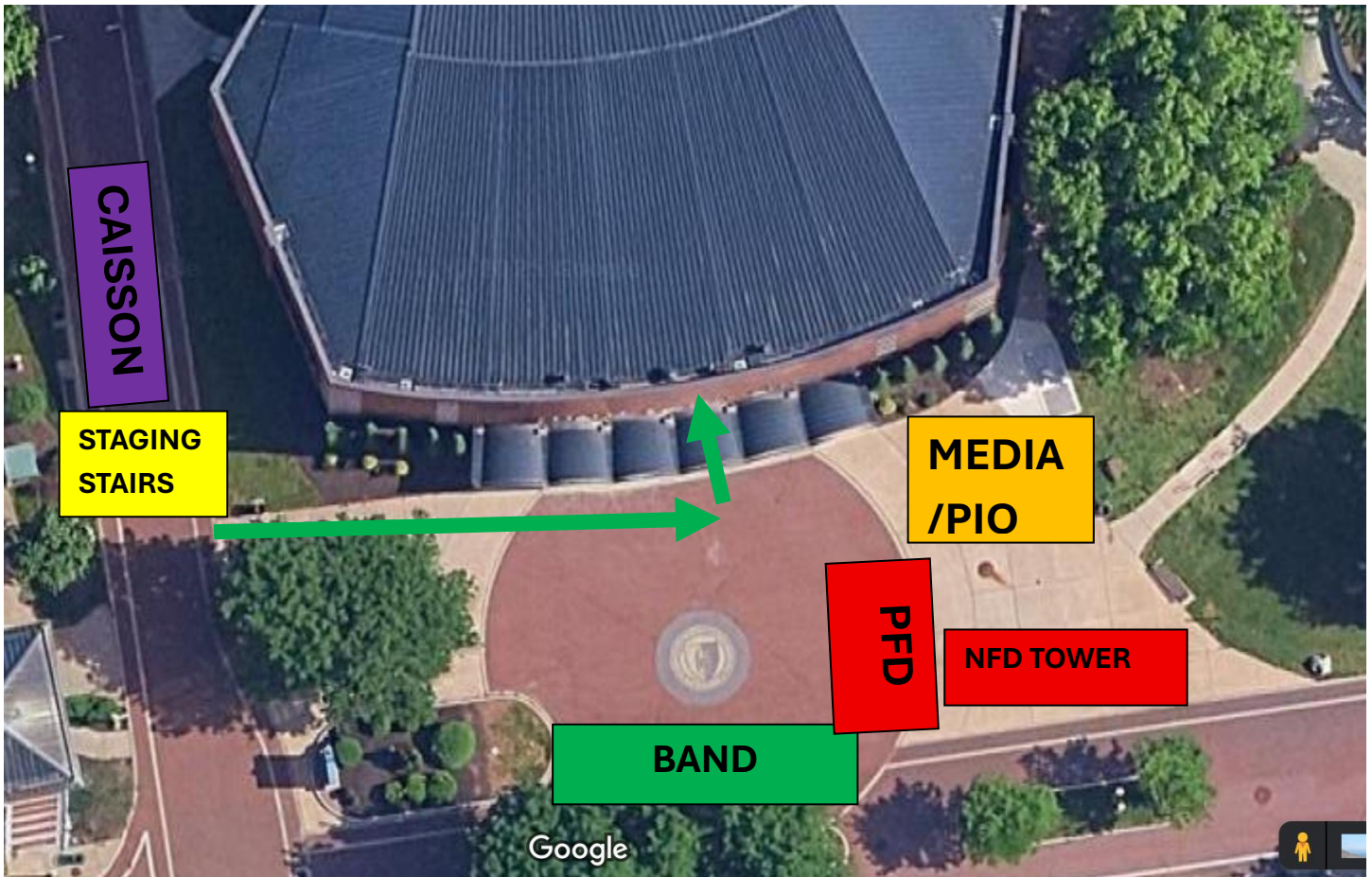
- All Uniformed Personnel and civilian attendees park in Welte Garage. First floor reserved for civilians who will be joining the funeral procession to cemetery. All others to fill from top floor down (excluding any parties who require handicap parking)
- CTHG and Massed Band members may park in the Welte Hall Lot
- Busses to line up in right lane of roadway behind venue, extending into traffic circle, if needed.
- NBEMS ALS unit staged by loading dock. Unit is dedicated to the event. Additional unit to be called in to conduct transport. If none available, then transport and backfill. Need to keep path open for transport.

Funeral Service



- Green Star: Massed band staging for procession arrival. Will step out and reform in front of the caisson.
- Red Star: PFD members staging for procession arrival. Will step out and reform behind the caisson and before the family limo. Helmet Bearer to march in front of caisson. Pallbearers to mark alongside the caisson (both sides)
- Sea of Blue to line up where blue lines are
- Newington FD Tower to set up in front of Welte Hall with large American flag displayed
- Color Teams lined up on either side of doorway entrance to Welte Hall
- Staging to be set to side near orange square. Once caisson stops, move into position at tailboard
- Sea of Blue reforms in SAME SPOTS before recessional

Funeral Service



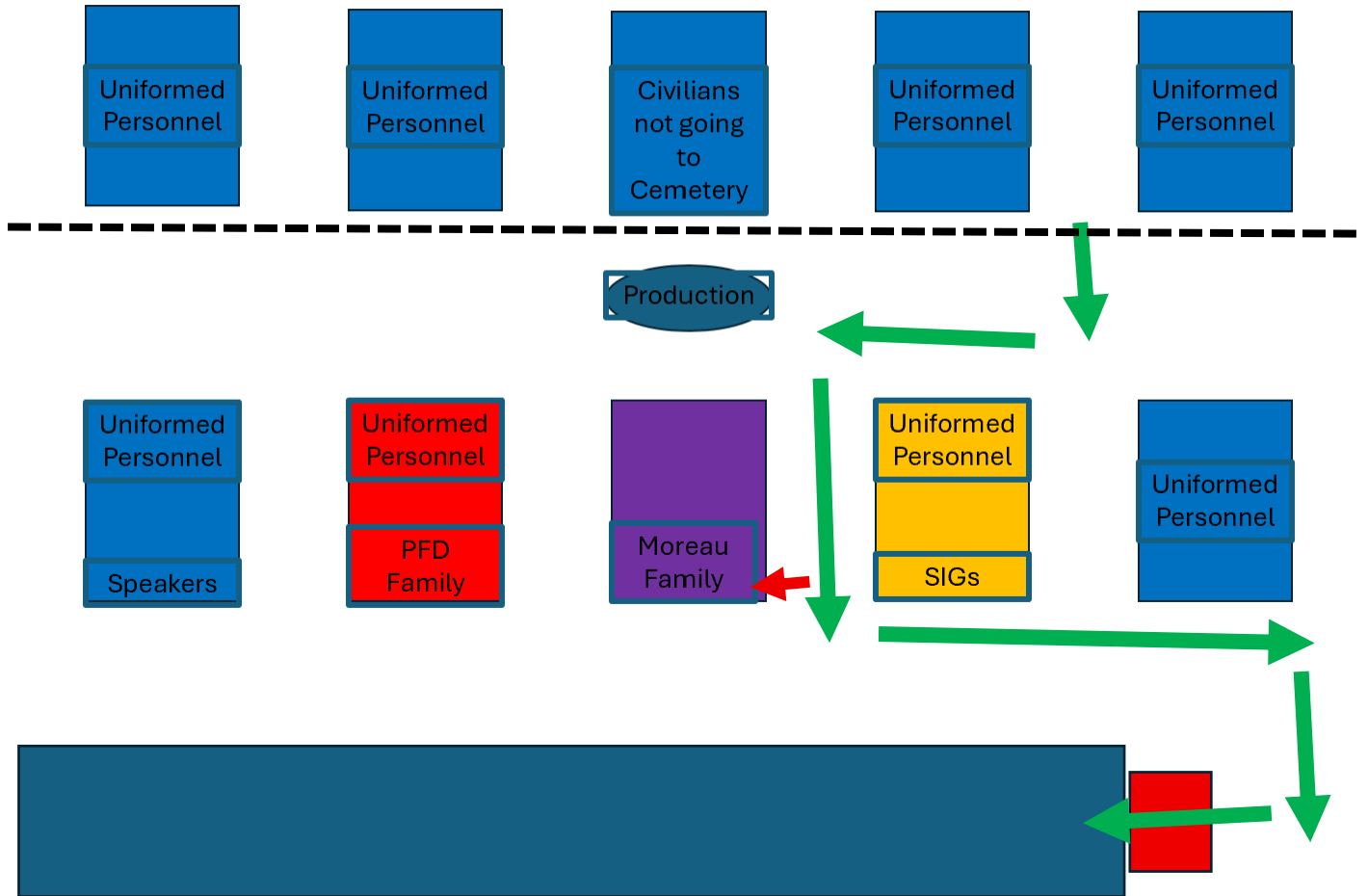
- Band to process in to area under trees, facing the venue
- PFD to process in to area in front of Newington FD Tower
- Color Teams on either side of doorway entrance
- Casket processes off caisson and into 4th doorway
- PFD members enter after immediate family. PFD family/spouses may also enter with them
- Extended family/friends/community members enter after PFD
- Outside uniformed personnel enter after public. Overflow to Student Union where there will be a livestream of ceremony.
- Color Teams to enter after uniformed personnel. Gear can be stowed in lobby during ceremony and retrieved after cue to reform up outside
- Band and PFD resume SAME SPOTS before recessional
- Same path with casket to caisson for recessional

Funeral Service



- Memorial bell prestaged on table stage right
- Ray's helmet will be placed on table stage left during procession
- 2nd church truck staged in center. Pallbearers to place casket on this church truck with Union (star field) facing crowd
- PFD Officers in rank order and then FFs seated stage right
- Pallbearers and then FFs seated stage left

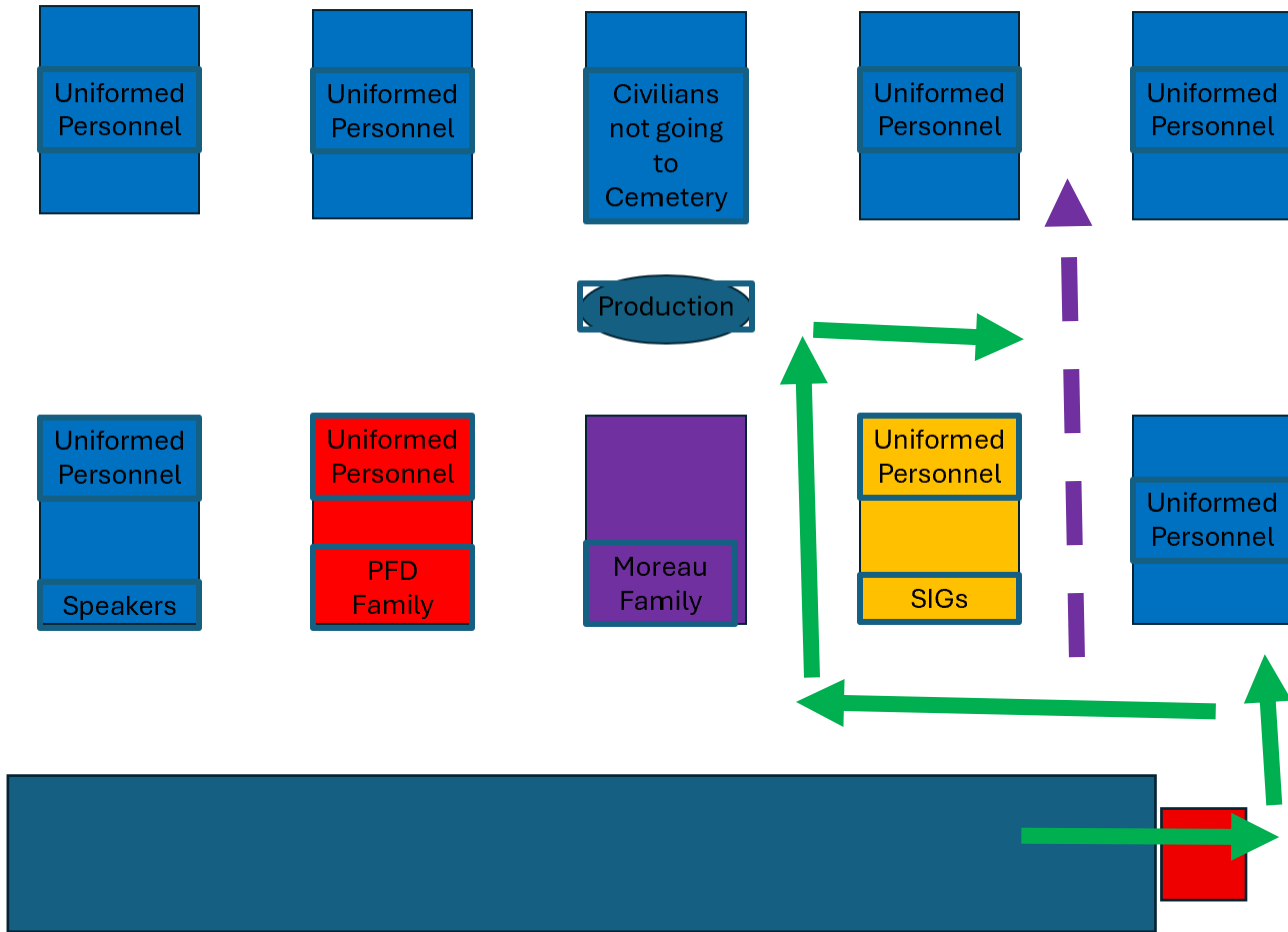
Funeral Service



Procession

- Helmet Bearer leads casket team into facility.
- PFH will have one staff member at head and one at feet. Pallbearers will have one person at head and one at feet. Remaining Pallbearers fall in behind casket.
- Andrea will break off at stage and seat the family in center column of seats. Other PFH staff member continues to area IFO SIGs and breaks off. Pallbearers resume positions alongside casket IFO SIG column. Pick casket up off church truck and continue to stairs and onto the stage.
- Once on stage, pallbearers carry casket to center stage (see above) and place casket on staged church truck. Pallbearers and Helmet Bearer proceed to their seats stage left
- PFD members follow same path onto stage to seats on the stage right
- All sit once MC says to be seated.

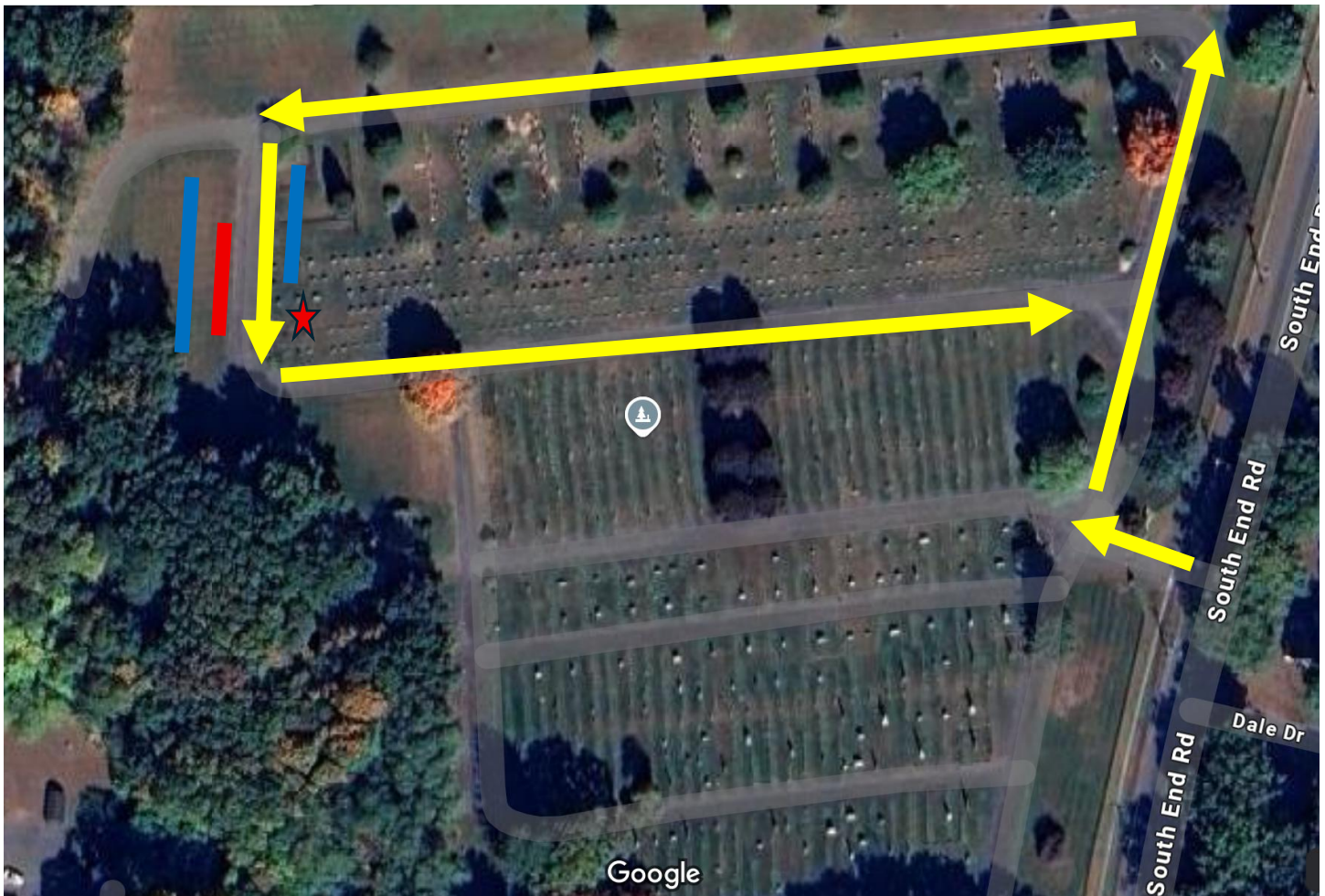
Funeral Service



Recessional

- PFD members remain on stage even when CTHG member releases all uniformed personnel to outside.
- CTHG member asks all PFD personnel to rise. That is cue for Helmet Bearer to carry helmet and Pallbearers to move to their spots alongside the casket.
- MC asks all who are not going to the cemetery to remain at their seats.
- Begin recessional upon cue from PFH staff: Helmet bearer, casket w/Pallbearers, PFD members in rank to get off stage
- Continue along green arrow path. PFD members break at isle between SIGs and Uniformed Personnel columns and continue to outside to previous Sea of Blue positions. Family to fall in behind casket. PFD family escorted outside by CTHG member. Via their isle. Casket may need to hold at top of seats until all PFD personnel have exited the auditorium.
- Casket to hold in lobby until PFD members get lined up outside
- Continue recessional, reverse engineered from procession into building

Interment Service



- Buses to remain on South End Road. Sea of Blue to walk down interment site and be lined up by CTHG personnel. Potential Sea of Blue locations denoted by blue lines. Color Teams at Red Line
- AMR ALS ambulance will be staged in cemetery at location TBD by Cemetery OIC on day of
- Procession to enter cemetery and follow path of yellow lines. Motor Units to fill in rows as needed for all of procession to enter property and caisson go to established spot.
- Stairs will be prestaged on side of roadway in back near interment site. Once caisson stops, stairs will be placed at tailboard

Interment Service



- Once casket on mockup, Pallbearers move to site determined by CTHG member assigned to them
- Pallbearers who are also Flag Folders will move to area with other Flag Folders.
- Once casket on mockup, Sea of Blue gets dispersed as above
- All other civilians will be directed to behind the family
- At conclusion of religious ceremony, PFH to announce Fire Service Honors
- Flag Folders march to alongside casket and begin honors. This is cue for Air Boss to request flyover
- Taps and then Fold. Flyover will occur at some point during either part
- After presentation of Flag and Helmet, Massed Band plays Amazing Grace and Flag Folders move to previous location
- Final Alarm over Bluetooth speaker is played by FPH
- Final Salute
- Final Remark by FPH and Dismissal by Sgt. At Arms
- ONLY PFD and CTHG to place gloves on casket (beginning with Chief) AFTER dismissal
- All personnel report to their buses to be brought back to Aqua Turf (PFD) or CCSU (rest)

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<u>Meetings & To-Do Items</u>			
<u>Date/Time</u>	<u>Action</u>	<u>Person Responsible</u>	<u>Status</u>
07/30	Confirm potential pallbearers and assignments	John Myska	Pallbearers chosen. Assignments given at practice 7/30/25
07/30	Determine who will read Last Alarm passage and who will ring bell	John Myska	Done, Adam Siegle will read. Kurt Plourde will ring
07/30	Assign someone to locate and secure helmet, and bring to wake	Adrien Paradis	Done
07/30	Decision on apparatus	Moschini Sr	Done
08/02	Pall bearers to funeral home Saturday morning?	Planning & Logistics	Done
07/28	Secure white gloves, rubber tipped white gloves, mourning bands, etc.	John Myska	Done
08/02	Welte Hall – seating plan	Planning & Logistics/ Andrea Wasley	Done
08/01-02	Plan for the weather (i.e. heat, cold, sun, rain)	Ops, Planning, Logistics	In Process
07/29-08/02	Send out email update to personnel – if necessary	Ops & Planning	Continuous
08/01	Confirm that a program is not needed – if needed, Who is completing the program, how many copies, etc.? How many will be printed? Place poem or prayer on back?	Andrea Wasley	Done

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<u>Meetings & To-Do Items</u>			
<u>Date/Time</u>	<u>Action</u>	<u>Person Responsible</u>	<u>Status</u>
08/01-02	Coordinate fire and/or EMS mutual aid coverage	Kenneth Beliveau	In process
08/02	Decide proposed sequence at CCSU, including readings and poem(s)	Andrea Wasley, Planning & Logistics	<u>In Process</u>
07/30-08/01	Practice "casket" vigil procedures	Bill Cadella	
07/31	Complete planning document & distribute	Planning	In Process, Draft 3 Distributed 8/1
08/01	1. Use FF's to provide honor guard "casket" vigil, rotated every 10 minutes 2. Use FF's to open the doors for guests	John Myska	Done
<u>Firehouse - Day of Funeral</u>			
7/27	Place flags at ½ staff	John Myska	Done
08/02	Pallbearers assemble and leave for CCSU & funeral home	Ops/Planning	In Process
08/01	Bring bell to funeral location and place it in the front, near altar – consult with priest	Ops/Planning	Friday AM
08/02	Move trucks outside	Ops	
08/02	Bring helmet to funeral home and keep it with the casket or urn, if not left there after the wake	Adrien Paradis	Done
08/02	Assign Inside CCSU Coordinator/ ushers & provide them the seating plan	Andrea Wasley/CTHG	Done

PFD & CONNECTICUT STATEWIDE HONOR GUARD WAKE/FUNERAL RESPONSE PLAN

08/02	Assign Outside CCSU Coordinator & provide them the vehicle, sea of blue, etc. location plan	Andrea Wasley/CTHG	
Inside CCSU Checklist – Before Arrival of Procession	<p><u>Inside Welte Hall</u></p> <ol style="list-style-type: none"> 1. Locate and place a table big enough for the helmet, picture and/or urn – consult with priest/pastor 2. Preplan CCSU seating and use of ushers 3. Reserved seating for family and uniformed personnel 4. FF's serve as ushers inside CCSU to make sure that adequate seating is reserved for the family and FF's in uniform 5. Pre-seat as many as possible inside the CCSU before arrival 	CTHG/Andrea Wasley	In Process

PFD & CONNECTICUT STATEWIDE HONOR GUARD WAKE/FUNERAL RESPONSE PLAN

Outside CCSU Checklist – Before Arrival of Procession	<u>Outside Welte Hall</u> <ol style="list-style-type: none">1. Square away uniforms2. Plan for arrival of procession and line up3. If appropriate, have FF's open doors for those arriving4. All uniformed personnel - dress right and cover down5. Organizing FFs outside the CCSU using Sergeant-at-arms6. Practice ceremonial salute7. Will have FF's lined-up out front upon arrival of procession at CCSU, and then march in after the family8. Review and practice prior to procession's arrival9. Confirm stopping point for procession	CTHG/Andrea Wasley	In Process
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<p>Outside Welte Hall Checklist – Arrival of Procession</p>	<p><u>Welte Hall Checklist – Arrival of Procession Checklist</u></p> <ol style="list-style-type: none"> 1. Watch for arrival of procession at CCSU 2. All uniforms dress right and cover down 3. Final overall review before arrival of procession 4. Rendering of ceremonial salute by FD personnel – continues while urn is moving 5. Placement of FD members keeping the procession arrival in mind 	<p>CTHG/Andrea Wasley</p>	
<p>CCSU Checklist – Movement of Procession</p>	<p><u>Funeral – Entering & Exiting CCSU - Checklist</u></p> <ol style="list-style-type: none"> 1. FFs salute whenever there is movement of the urn/casket 2. Rendering of salute by FD personnel <ol style="list-style-type: none"> a. Review and practice prior to procession arrival b. Arrival salute protocol 3. Review arrival, entering and exiting CCSU actions before procession arrives 4. Find out if Funeral Director will be providing the announcement to dismiss everyone at the conclusion of the service and invite to the bereavement gathering/reception 	<p>CTHG/Andrea Wasley</p>	

BELL CEREMONY

THE FIRE SERVICE OF TODAY IS EVER CHANGING, BUT IT IS STEEPED IN TRADITIONS OVER 200 YEARS OLD. ONE SUCH TRADITION IS THE RINGING OF A BELL.

IN THE PAST, AS FIREFIGHTERS BEGAN THEIR TOUR OF DUTY, IT WAS THE BELL THAT SIGNALLED THE BEGINNING OF THAT DAY'S SHIFT. THROUGHOUT THE DAY AND NIGHT, EACH ALARM WAS SOUNDED BY A BELL, WHICH SUMMONED THESE BRAVE SOULS TO FIGHT FIRES AND TO PLACE THEIR LIVES IN JEOPARDY FOR THE GOOD OF THEIR FELLOW CITIZENS. AND WHEN THE FIRE WAS OUT AND THE ALARM HAD COME TO AN END, IT WAS A BELL THAT SIGNALLED TO ALL, THE COMPLETION OF THE CALL. WHEN A FIREFIGHTER DIED, PAYING THE SUPREME SACRIFICE, IT WAS THE MOURNFUL TOLL OF THE BELL THAT SOLEMNLY ANNOUNCED A COMRADE'S PASSING.

WE UTILIZE THESE TRADITIONS AS SYMBOLS, WHICH REFLECT HONOR AND RESPECT FOR THOSE WHO HAVE GIVEN SO MUCH AND WHO HAVE SERVED SO WELL. A SPECIAL SIGNAL OF FIVE-FIVE-FIVE MEANS OUR DEPARTMENT HAS LOST ONE OF OUR OWN. THESE TOLLS REPRESENT THE

END OF OUR COMRADE'S DUTY, THEIR TOUR COMPLETE, THEIR
DUTIES WELL DONE, WE SOUND THE BELL.

TO OUR BROTHER, FIREFIGHTER RAYMOND "RAY" MOREAU; HIS
LAST ALARM, HE IS GOING HOME.

BELL RINGER

FIVE RINGS* PAUSE *FIVE RINGS* PAUSE *FIVE RINGS

AMERICAN FLAG PRESENTATION

Chris, on behalf of a grateful nation, the state of Connecticut, and the town of Plainville, please accept this flag as a symbol of Ray's selfless courage in answering his last alarm.

HELMET PRESENTATION

Chris, on behalf of a grateful Plainville Fire Department and Fire Company, please accept Ray's helmet as a symbol of our appreciation for his 35 years of dedicated service to the community.

LAST ALARM

DROP TONE Fire Dispatch to Firefighter Moreau ***PAUSE***

DROP TONE Fire Dispatch to Firefighter Ray Moreau ***PAUSE***

DROP TONE Fire Dispatch to Firefighter Raymond Moreau
PAUSE

Plainville Fire Department to all personnel, Firefighter Raymond "Ray" Moreau has answered his last alarm and is off the air. You will be missed. Fire Dispatch is clear.

Untitled

Brother when you weep for me
Remember that it was meant to be
Lay me down and when you leave
Remember I'll be at your sleeve
In every dark and choking hall
I'll be there as you slowly crawl
On every roof in driving snow
I'll hold your coat and you will know
In cellars hot with searing heat
At windows where a gate you meet
In closets where young children hide
You know I'll be there at your side
The house from which I now respond
Is overstaffed with heroes gone
Men who answered one last bell
Did the job and did it well
As firemen we understand
That death's a card dealt in our hand
A card we hope we never play
But one we hold there anyway
That card is something we ignore
As we crawl across a weakened floor
For we know that we're the only prayer
For anyone that might be there
So remember as you wipe your tears
The joy I knew throughout the years
As I did the job I loved to do
I pray that thought will see you through.

Author Unknown