




**PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER**

General Order Number: 01-08	Effective Date: April 16, 2024
Division: Administration and Organization	
Chapter: Fire/EMS Department Founders Circle Memorial Tribute Guidelines	
By Order of the County Fire Chief: Tiffany D. Green 	Issue Date: April 16, 2024

POLICY

This General Order shall establish proper procedures and a general framework for conducting a Fire/Emergency Medical Services (EMS) Founders Circle Memorial Tribute at the Founders Circle Memorial at the Fire Services Building (FSB).

DEFINITIONS

Memorial Orders – Specific orders issued by the Fire Chief regarding flag protocols and badge shrouding.

Tribute Event Coordinator – The individual responsible for coordinating and developing the Founders Circle Memorial Tribute.

PROCEDURES/RESPONSIBILITIES

I. General Guidelines

- A. The Founders Circle Memorial Tribute is conducted annually in September at the Cranford-Graves Fire Services Building, 6820 Webster Street, Landover Hills, Maryland. This tribute honors the founders and early members of the fire departments and auxiliaries in Prince George’s County. Each department has a Founders Stone on the encircling ring of the Line-of-Duty Death Memorial.
- B. The Office of the Fire Chief will establish a Founders Circle Tribute Committee in May of each year, appointing a Tribute Event Coordinator from those members presented.
 - 1. The Committee will establish a date of the event.
 - 2. The Committee shall establish an event timeline that determines deadlines for submissions, services contracts to include flyers and engraving, honor guard invitations, and all other aspects of the event planning.
- C. Each department or auxiliary nominee shall be a:
 - 1. Founding Organizer, Charter Member, or Long-time Contributing Member
 - 2. Each nominee must be a deceased member.



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- D. Any department or auxiliary, including the Prince George's County Fire/EMS Department, can nominate one (1) person for recognition.
 - 1. Once a nomination is accepted for that department, the department is not eligible to submit another nominee for two (2) years.
- E. The Founders Circle Memorial Tribute Committee accepts ten (10) nominees each year for recognition and has their names engraved on their department's stone.
 - 1. If more than ten (10) nominees are received, the Committee shall select ten nominees to be honored in the current year from those nominated, and the remaining nominees that were not selected shall be maintained in a file and carried forward to the next year for consideration.
 - 2. If fewer than ten (10) nominees are received by the Founders Circle Memorial Tribute Committee, the Committee or another department can nominate a member from a department or auxiliary that has not submitted a nomination for that year.

II. Types of Services

- A. The Department will recognize three (3) services during every memorial tribute.
 - 1. The Prince George's County Fallen Firefighters Memorial
 - a) Dedicated in October 1990, the Prince George's County Fallen Firefighters Memorial stands in the entrance circle to the Cranford/Graves Fire Services Building in Landover Hills. The memorial is in memory of those individuals who have made the ultimate sacrifice in protecting life and property in Prince George's County, Maryland.
 - 2. The Founders Circle Memorial Tribute
 - a) In October 1998, a ring of stones representing the volunteer and career organizations that make up the Prince George's County Fire/EMS Department was added to the monument. Annually, these organizations submit the names of deceased members who made significant contributions to the betterment of the Department. Each year, up to ten names will be selected for honor on the Founders' Circle Memorial.
 - 3. The September 11, 2001, Memorial Tribute
 - a) On the first anniversary of the attack on our nation, a memorial was placed in the memorial circle dedicated "In memory of those who gave their lives on September 11, 2001."

III. Founders Circle Memorial Tribute Committee



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- A. The Fire Chief will assign three (3) members to represent the Department, generally including a Fire/EMS Department Chaplain, an Assistant Fire Chief, a Battalion Chief or Volunteer Assistant Chief, and representatives from the Honor Guard. The President of the Prince George's County Volunteer Fire & Rescue Association (PGCVFRA) will appoint two (2) members to the committee, generally to include members of the Ladies Auxiliary of the Prince George's County Fire and Rescue Association (LAPGCVFRA).
- B. The International Association of Professional Fire Fighters and Paramedics President – Local 1619 will assign two (2) members to represent the Union.

IV. Command

- A. The Office of the Fire Chief may appoint a Tribute Event Coordinator to coordinate the services.
- B. The Tribute Event Coordinator is responsible for the overall coordination and development of the Founders Circle Memorial Tribute.
 - 1. They will ensure that all the members of the Committee are assigned tasks and collaborate to provide an efficient service.
 - 2. The Tribute Event Coordinator will provide updates to the Office of the Fire Chief. Moreover, the Tribute Event Coordinator will keep the Committee members accountable for the progress of tasks/assignments.
- C. The Tribute Event Coordinator may be assigned tasks and assignments as needed.

V. Divisions or Groups

- A. Each Committee member will be assigned to a Division or Group during the initial phases of the planning process.
- B. Each Division or Group Supervisor is responsible for providing the Tribute Event Coordinator with progress reports that include:
 - 1. Current information about the needs and accomplishments.
 - 2. Completion of tasks and assignments.
 - 3. Other pertinent information.
- C. The Divisions or Groups needed for a Founders Circle Memorial Tribute may include:



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Logistics	EMS	Parking at FSB
Protocol	Support Group	Parking at Station 830
Family Liaisons	VIP	Ushers
Printing	Reception/Food	Honor Guard
Chaplain Corps	Transportation	Press Information

D. Each Division or Group should be assigned to a committee member who can bring the resources needed to accomplish a given task (Attachment A).

VI. Considerations/Arrangements

A. The Tribute Event Coordinator and the Division and Group Officers are responsible for coordinating the Fire/EMS services at the FSB.

B. Considerations for the Fire/EMS Department Memorial Service shall include:

1. Survey the areas of the FSB and make the needed provisions for placement of attending personnel and Fire/EMS equipment; provide information and maps.
2. Designate a room for the family and dignitaries – rooms for Honor Guard preparation at the FSB.
3. Seating for program participants, dignitaries, family members, and fire department personnel.
4. Badge covers for uniformed personnel.
5. Maps, which should include locations of:
 - a) fire stations
 - b) assembly areas
 - c) parking areas
 - d) auxiliary parking areas
6. Other information deemed necessary.

C. Firefighter formation, musical arrangements, readings, special remarks, procession, crossed arches, sounding of taps, bagpiper, bell toll, and honor guard.

D. Arrangements may include:

1. Honor Guard Stand By – dependent upon protocols and level of service
2. Bugler
3. Bagpiper
4. Bell toll



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5. Sounding of taps
6. Procession
7. Readings or special remarks
8. Procession
9. Crossed arches
10. Police Department: traffic procession and parking assistance
11. Photography
12. Media

E. The Tribute Event Coordinator will closely monitor all areas of responsibility.

REFERENCES

National Incident Management System Incident Command System – ICS Forms (Fillable)
<https://training.fema.gov/icsresource/icsforms.aspx>

FORMS / ATTACHMENTS

Attachment #1 – Founders Circle Checklist

FOUNDERS CIRCLE CHECKLIST

#	Action Item / Recommendation	Responsible Party	Status
1.	Get quotes for Memorial Stone		
2.	Ground care, flowers for around stage area and podium (Banner PGCVFRA)		
3.	Arrange for the street-sweeper to clean the street around circle		
4.	Transmit a memo notifying people in FSB about parking on Founders Day		
5.	Cross-ladders coordination		
6.	Garrison Flag raised on cross-ladders, Bell & Boots		
7.	Coordinator for getting chairs		
8.	Stone coverings		
9.	Vases for carnations		
10.	Bugler to play Taps		
	Check availability of Laurel Honor Guard		
11.	Flags <ul style="list-style-type: none"> • United States 		
12	Maryland		
13.	<ul style="list-style-type: none"> • Volunteer Fire Fighters 		
	<ul style="list-style-type: none"> • Fallen Firefighters • 		
	<ul style="list-style-type: none"> • Prince George's County 		
	<ul style="list-style-type: none"> • PGCVFRA Flag 		
	<ul style="list-style-type: none"> • LA PGCVFRA Flag 		

FOUNDERS CIRCLE CHECKLIST

#	Action Item / Recommendation	Responsible Party	Status
	Honor Guard will carry three flags: - U.S. - Maryland and - P.G County		
14.	Check on availability of MSFA/LAMSFA wreathes		
15.	Get carnations and roses		
16.	Reserved seating assigned for County Executive, County Council, Public Safety Director, and Judge Nichols.		
17.	Rain Plan – move service inside FSB – reserve room.		
18.	Members will be asked to handout bulletins at service.		
19.	Prepare and send personal invitations to County Executive, County Council, Public Safety Director and Judge Nichols.		
20.	Send out announcements with Convention notices to past presidents.		
21.	Prepare invitations to be sent to stations.		
22.	Contact founders’ listed companies to determine if inductee is a charter/founder of that department –		
23.	Determine number of bulletins to print.		
24.	Get bulletins printed.		
25.	Unveiling of Main Memorial and Wreathes – State Crosses		
26.	Placement of flowers during reading of Founders Circle names		

FOUNDERS CIRCLE CHECKLIST

#	Action Item / Recommendation	Responsible Party	Status
27.	Availability of Funds for receptions.		
28	Food: sandwiches, fruit & vegetables, cookies, tea, lemonade		
29	Next Meeting		
30			
31			
32.			