

Department:	District	Policy #:	
Approval Date:	02/22/2012	Amended Date:	04/22/26

Terryville Fire District
Annual Installation and Inspection Dinner Policy

1 PURPOSE

- 1.1 The purpose of this document is to provide guidelines for the appropriate expenditures, attendee candidates and the total amount allowed to be paid from the Fire District General Fund for the annual Inspection and Installation Dinner.

2 SCOPE

- 2.1 The policy and procedures set forth herein shall apply to the appropriate payment by the Fire District in support of the annual Inspection and Installation Dinner.
- 2.2 The Town Law §176-d is interpreted by the Board of Fire Commissioners of the Terryville Fire District to mean a ceremonial affair, rather than simply a dinner.
- 2.3 The Terryville Fire District’s hosting of an annual Installation and Inspection Dinner intends to achieve a balance between the goals of member recognition, retention and the prudent care of taxpayer money. A single combined dinner shall be hosted for all members of the Terryville Fire Department. The annual dinner committee shall consist of the Board of Fire Commissioners. The expenses paid shall only be expenses appropriate under this policy.

3 POLICY

- 3.1 The guest list shall be determined by the Board of Fire Commissioners. Appropriate invitees and their guest shall include the following:
- All members of the Terryville Fire Department to include active, lifetime, honorary members and Ladies Service members.
 - Full Time Employees of the Terryville Fire District, widows and widowers of past Active and lifetime members.
 - The Chief of Department may invite up to twelve (12) members of his/her immediate family.
 - 50-year members celebrating their 50th year in the department may invite up to 12 members of their immediate family (1 table).

- One Chief Officer from each of the following neighboring Fire Departments:
 - Port Jefferson
 - Mount Sinai
 - Coram
 - Selden
 - Setauket
 - Port Jefferson EMS

- One Commissioner from each of the following neighboring Fire Districts:
 - Port Jefferson,
 - Mount Sinai
 - Coram
 - Selden
 - Setauket
 - Port Jefferson EMS

The Board of Fire Commissioner's acknowledges that there may be times when special guests may be invited by the Fire District to recognize outstanding service or efforts on behalf of the Fire District/Department or the community.

3.2 The location of the annual Installation and Inspection dinner, the food and beverage arrangements shall be decided by the Board of Fire Commissioners. There may be expenditures for additional items in support of the annual dinner. The Board of Fire Commissioners shall be mindful of the monies budgeted for this is event when selecting the following items:

- Invitations and Programs
- Table Arrangements (i.e. flowers)
- DJ or Band
- Photographer
- Recognition Awards and/or Plaques
- Refreshments for stand-by crews.

3.3 As soon as possible after the Annual Installation and Inspection Dinner the Board of Fire Commissioners shall compile the following documentation for the District records:

- List of guests showing invitees by type and attendance
- Final list of expenses

The Board of Fire Commissioners shall review these documents to ascertain that all expenses related to the dinner are appropriate. The findings shall be recorded in the official meeting minutes of the Board of Fire Commissioners.