

# INSTALLATION DINNER POLICY

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**The Installation Dinner Policy of the Yaphank Fire District, effective this date, shall be as follows:**

**Invitees:** At Fire District expense, invited attendees shall include:

- a) Each Fire Department member aged 18 and over and his/her guest. If under the age of 18, must be accompanied by one parent.
- b) No more than 12 (not including spouse and children of incoming Chief) invited guests of the incoming Chief of the Department.
- c) District employees and his/her guest
- d) The Chief and the First Assistant Chief from each of the following mutual aid Fire Departments, and guest
  1. Medford Fire Department
  2. Brookhaven Fire Department (3 Chiefs invites)
  3. Coram Fire Department
  4. Ridge Fire Department
  5. Mastic Fire Department
  6. Middle Island Fire Department
  7. Mastic Beach Fire Department
  8. Gordon Heights Fire Department
  9. Brookhaven Lab Fire Department
  10. Medford Ambulance
  11. Shirley Ambulance
  12. South Country Ambulance
  13. Manorville Fire Department
  14. Stonybrook Hospital EMS (Director & Asst Director) 4 total invites
  15. Brookhaven Fire Marshal (Chief & guest)
- e). The Chairman of the Board of Fire Commissioners and Guest from each of the following Fire Districts:
  1. Medford Fire District
  2. Brookhaven Fire District (5 Commissioners invites)
  3. Coram Fire District
  4. Ridge Fire District
  5. Mastic Fire District
  6. Middle Island Fire District
  7. Mastic Beach Fire District
  8. Gordon Heights Fire District
  9. Manorville Fire District

- f). A Board Member and a Guest from each of the following Ambulance Companies:
  - 10. Medford Ambulance
  - 11. Manorville Ambulance
  - 12. Shirley Ambulance
  - 13. South Country Ambulance
  
- g). The following politicians and their guest
  - 1. Legislature
  - 2. Assemblyman
  - 3. Congressman
  - 4. Supervisor
  - 5. Councilperson
  - 6. Senator
  - 7. Brookhaven Town Highway Superintendent
  
- h). The following other attendees and their guest
  - 1. District Attorney
  - 2. Suffolk County Fire Academy
  - 3. Longwood Board of Education President & Vice President
  - 4. Suffolk County Police Dept Commanding Officer 5<sup>th</sup> Precinct
  - 5. Suffolk County Police Dept Commanding Officer 6<sup>th</sup> Precinct
  - 6. Suffolk County Police Dept Commanding Officer 7<sup>th</sup> Precinct
  - 7. Suffolk County Highway Patrol Commanding Officer
  - 8. Sal Mangano
  - 9. All American Awards
  - 10. Honorary members
  - 11. Brookhaven Town Chiefs President
  - 12. Suffolk County Chiefs President
  - 13. Brookhaven Town Fire Districts Officers Association President
  - 14. Suffolk County Fire Districts Officers Association President
  - 15. Brookhaven Town Fire Police President
  - 16. Brookhaven Town Firefighters Museum
  - 17. Suffolk Fire Rescue Commissioner
  - 18. Suffolk County Fire Marshal Chief
  - 19. Brookhaven Town Fire Marshal Chief
  - 20. Yaphank Fire District Counsel
  - 21. Yaphank Civics Association President & Vice President
  - 22. Whispering Pines President
  - 23. Colonial Woods President
  
- i). Any additional guests that the Board determines their presence is required in order to properly recognize chief officers to be installed and other firefighters to be honored or to thank them for their service to the Department or District.
  
- j). In the event that a 5+ year member of the Department expires, their significant other and one guest (or whoever the Board determines) will be invited to the following years Installation Dinner.

In the case where a member is the spouse or significant other or cohabitating with a member of the Fire Department, Ladies Auxiliary, or an employee, or both are members in the Fire Department then no additional guests are allowed.

Medical Leave/VFBL invites:

1. Any member/employee who is on medical leave (not from a line of duty injury) by the time invitations are prepared for printing will not be invited to the dinner and is unable to attend as a guest. However, if you are cleared for duty prior to the RSVP date, you will then be eligible to attend with proper documentation from the District Medical Authority.
2. Any member/employee who is on medical leave from a line of duty injury will be invited to the dinner contingent on their doctor's medical documentation being submitted to the Chief and District every three (3) months during their medical leave.
3. Any member who is not a life member and is not in good standing will not be invited and is unable to attend as a guest.
4. Any member who is suspended or is out on medical 51% of the year will not be invited.

***All Department members must participate in uniform inspection prior to the beginning of the ceremony. Refusal will result in member being asked to leave dinner.***

***Any Officer being sworn in MUST remain in their uniform until the completion of the Oath of Office.***

Roll call to be taken and attendance sheet submitted for department membership.

An attempt will be made to verify a "head count" for the purpose of verifying the final charge made by the catering facility.

Food: Paid for by the district.

Flowers: Flowers presented to the three present Chief's significant others, the five present Commissioners significant others, the past President of Ladies Auxiliary, Department Secretary, and the District Secretary. There will not be multiple bouquets given to any individual.

Cost of Gifts/Favors: If provided, only a nominal expense per person.

Cost of Music/Entertainment: Paid for by District with 5-hour cap, no overtime allowed.

Chairman Austin	AYE
Commissioner Skidmore	AYE
Commissioner Peters Jr.	AYE
Commissioner Thebold	AYE
Commissioner Schaaf	AYE

Adopted at the Meeting of the Board of Fire Commissioners of the Yaphank Fire District on August 17, 2022.

Revised and adopted on 7-19-23

Re-adopted this 7<sup>th</sup> day of January 2025 by the Board of Fire Commissioners.

Revised 2-4-25

Revised 2-19-25

Attest by:

Paulamarie Rosso-Thompson  
District Secretary