

Clarence Fire District No. 1

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CLARENCE FIRE DISTRICT NO. 1 INSPECTION DINNER COSTS

I. SCOPE:

This policy applies to the expenses and costs for the Annual Inspection Dinner for the Clarence Fire Company (pursuant to Town Law Section 176-d).

II. OBJECTIVE:

The objective of this policy is set to forth guidelines for which the Clarence Fire District may provide for expenses and costs for the Annual Inspection Dinner.

III. DISTRICT GUIDELINES:

The following guidelines are hereby established:

1. The Clarence Fire District may only provide for the cost of dinner and/or food for:
 - a. Clarence Fire Company members and Clarence Fire Company Explorer Post members in attendance.
 - b. Any guests invited by the Fire District including, but not limited to:
 - Attending firefighter/Explorer's spouse/guest.
 - Area fire department firematic and administrative representatives (and their guest).
 - Town of Clarence elected and appointed officials.
 - Note: The guest list by title must be submitted and approved at the November Board of Fire Commissioners meeting prior to the Inspection Dinner.
 - c. Firefighters providing a stand-by for Clarence Fire Company.

Note: Costs for any other guests shall be the responsibility of Clarence Fire Co.
2. Clarence Fire District No. 1 cannot provide for expenses for alcoholic beverages during the annual inspection dinner.
3. In order that an audit may be set up; the Clarence Fire Company shall provide a list of those in attendance with paragraph 1. a, b, and c. Following receipt of the list, Clarence Fire District No. 1 will provide for expenses based on the number of eligible attendees. The cost per attendee will be calculated on a reasonable unit price or unit price required by the caterer.
4. The Clarence Fire Company President shall provide a list of attendees within ten days of the banquet in order to receive remuneration.
5. In addition to dinner expenses, Clarence Fire District No. 1 may purchase awards and/or plaques to be presented to firefighters at a total cost not to exceed \$100.
6. The Clarence Fire District No. 1 Chairman (or his designee) shall be the liaison with the Clarence Fire Company.
7. There are no exceptions to the above stated guidelines.

- IV. This policy was originally adopted December 12, 2005, reaffirmed December 10, 2007 and updated March 10, 2008 and June 9, 2008.

By Order of the Board of Fire Commissioners

Clarence Fire District No. 1

Policy Number 08-06-26

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