


GEN.03.CD	CHIEFS DIRECTIVE: VOLUNTEER MILEAGE CLARIFICATION	
<i>This directive expires when noted below. This document is to further elaborate on commander's intent, and give specifics expectations for staff on who, what, when, where, and why, specific policies, procedures, guidelines, etc should be implemented, and the manner that said instructions should be carried out.</i>		
Applicable Staff this Directive Applies to: HFD Fiscal Staff, Volunteer Captains		
Referenced documents: Hawaii County Code Chapter 2, Section 2-20. Hawaii Revised Statutes Chapter 90, (§90-4)		
Major policy affecting employee relations: No	Union(s) to consult: N/A	
Responsible for Update: F1, F2.	Communication ID: N/A	

I. PURPOSE

The purpose of this directive is to clarify the application of Hawaii County Code Chapter 2, Section 2-20 for the Hawaii Fire Department.

II. BACKGROUND

- A. **HRS §90-4(3)** authorizes transportation reimbursement for volunteers, including mileage, at a rate comparable to permanent employees performing similar duties.
- B. **Hawai'i County Code §2-20** specifies that volunteer fire personnel residing in a district other than the district where a fire occurs, and who are duly authorized to participate, shall be reimbursed at the County's prescribed mileage rate.
- C. Ambiguities have arisen regarding the application of these provisions for training, meetings, and non-fire activities. This directive clarifies the Department's position and ensures uniform administration.

III. DIRECTIVE

A. General Rules

- 1. Mileage reimbursement applies only to personal vehicle use authorized in the performance of HFD volunteer duties.
- 2. Reimbursement shall be at the County rate set forth in §2-101(b), consistent with permanent employee allowances.
- 3. Volunteers must submit mileage claims through their Company Captain, with verification of eligibility.
- 4. The Volunteer Company Captain shall route completed mileage claims from volunteer personnel to their respective career Volunteer Services Captain who shall then forward these forms to Fire Administration.

B. When Mileage May Be Claimed

1. Emergency Response

- a) When a volunteer residing outside the district of the incident is duly authorized to respond to a fire, and travels from their residence or workplace directly to the fire scene.
- b) When a volunteer is authorized to respond to another district for standby or mutual aid.

2. Training and Drills

- a) Mileage is reimbursable when a volunteer is required or directed to attend official HFD training outside their home district (e.g., island-wide trainings, Quarterly Captains Meeting, recruit academies, specialized drills).
- b) Travel within the same district for routine company drills is not reimbursable unless pre-authorized due to extraordinary circumstances.

3. Meetings and Official Assignments



- a) Mileage may be reimbursed when volunteers are directed to attend Departmental or inter-agency meetings outside their home district.
 - b) Department-assigned errands or administrative functions pre-approved by HFD Command.
4. Exclusions
- a) Travel within a volunteer's own district to respond to incidents, attend drills, or perform regular company duties.
 - b) Travel for personal errands, optional events, or social gatherings not officially authorized by HFD.
- C. **Where Mileage Applies**
1. From a volunteer's primary residence or regular workplace to the designated fire, training, or meeting location.
 2. Mileage will be calculated based on the most direct reasonable route.
 3. Only one round trip per event may be claimed unless otherwise pre-approved.
- D. **Fiscal Responsibilities**
1. Fiscal staff shall verify claims for compliance with this directive, County Code, and HRS §90-4.
 2. Captains shall certify that mileage claims submitted by their volunteers are authorized and accurate.
 3. Claims not in compliance shall be returned to the volunteer company with explanation.
- E. **Expiration**
1. This directive shall remain in effect until superseded or rescinded by the Fire Chief.