

## ALBANY COUNTY FIRE DISTRICT 1

### Fire Callout Fuel Reimbursement Policy

**Approved: 4/26/2017; Art Sigel, Joe Witt, Jon Essley**

**General:** Recognizing that the most important asset available to Albany County Fire District 1 (ACFD1) is our volunteers, ACFD1 intends to reduce the potential disincentives of responding to callouts. This policy will provide an optional reimbursement for mileage expenses when responding to fires only.

This policy imposes no requirements upon members who do not wish to participate.

The maximum distance for each member's reimbursable response shall be the distance from the home residence to their department. No other distance is acceptable. The mileage reimbursement rate will be a maximum of the Federal Mileage rate but may be reduced by individual Departments to extend funds allocated by ACFD1.

For each callout, every member is encouraged to respond. Each member who arrives at the department in response to the callout may complete their standard log sheet for that callout even if a disregard has been passed prior to their arrival at the department. The time limit for arrival is 30 minutes after a disregard has been passed. There is no time limit if the callout remains active.

The requirements to responsibly maintain this program are specified below:

#### ACFD1:

1. Provide \$1000 annually to each Department within the District with which the mileage reimbursement shall be made to qualified individuals.

#### Departments:

1. Maintain a logbook with standard ACFD1 sheets for each member desiring to participate in this program.
2. Accurately document the distance from each member's residence address to the department using online programs such as Google Maps or Mapquest.
3. Pay the individuals for their mileage on a (monthly / quarterly / seasonal / annual) basis.
4. Update columns 4 & 5 on the standard log sheet.
5. Submit to ACFD1 copies of the response sheets when payment for mileage is made.

#### Chiefs or Assistant Chiefs:

1. Initial the standard log sheets when claimed responses are paid on column 6.
2. Supervise the program for accuracy.

#### Members:

1. Possess a current Red Card.

2. Be an active member of an ACFD1 Department.
3. Update the log at the department.
4. Obtain a witness signature for each callout response.
5. Complete the information in columns 1 & 2 of the standard log sheet.

Witness:

1. Provide signature in column 3 of the standard log sheet.

The logbook maintained by each department shall utilize a standard record sheet as shown below.

