



# HOUSTON FIRE DEPARTMENT

## MEMORANDUM

**To:** All Officers and Members  
**From:** Herbert Griffin, Assistant Chief  
**Through:** Robert I. Garcia, Assistant Fire Chief *RG*  
**Subject:** COVID-19 Overtime  
**Date:** March 25, 2020

**Mayor**  
Sylvester Turner

City Council

**District A**  
Amy Peck

**District B**  
Jerry Davis

**District C**  
Abbie Kamin

**District D**  
Carolyn Evans-Shabazz

**District E**  
Dave Martin

**District F**  
Tiffany Thomas

**District G**  
Greg Travis

**District H**  
Karla Cisneros

**District I**  
Robert Gallegos

**District J**  
Edward Pollard

**District K**  
Martha Castex-Tatum

**At-Large 1**  
Mike Knox

**At-Large 2**  
David Robinson

**At-Large 3**  
Michael Kubosh

**At-Large 4**  
Letitia Plummer

**At-Large 5**  
Sallie Alcorn

**Controller,**  
Chris Brown

Due to the anticipated need to cover positions when a member is ordered to quarantine by Infection Control due to exposure to COVID-19, the member who is called in to fill the spot of the exposed member shall do the following:

1. The overtime code to be used is **OTCOVID** when you fill out the overtime page.
2. You must also fill out the attached **Form 279** (the FEMA Timesheet) which is also found on the HFD forms list and:
  - Interoffice mail a copy of the timesheet to [hfdstaffing@houstontx.gov](mailto:hfdstaffing@houstontx.gov)
  - Keep a copy at the station with the station captain in a dedicated folder.

It is critical to keep these records so that the department may seek reimbursement after the COVID-19 pandemic. General staffing, preschedule, and day of call-in will be coded as usual.

20-103



**Samuel Peña, Fire Chief**  
 1801 Smith Street, 7<sup>th</sup> Floor | Houston, Texas 77002 | (832) 394-6702  
*"Courage, Commitment and Compassion"*  
[www.houstontx.gov/fire](http://www.houstontx.gov/fire)

