



HOUSTON FIRE DEPARTMENT

MEMORANDUM REVISED

To: All Officers and Members
From: Matthew White, Assistant Fire Chief *MW*
Through: Justin Wells, Executive Assistant Fire Chief *JW*
Subject: COVID-19 Overtime
Date: July 8, 2020

Mayor
Sylvester Turner

City Council

District A
Brenda Stardig

District B
Jerry Davis

District C
Ellen Cohen

District D
Dwight Boykins

District E
Dave Martin

District F
Steve Le

District G
Greg Travis

District H
Karla Cisneros

District I
Robert Gallegos

District J
Mike Laster

District K
Martha Castek-Tatum

At-Large 1
Mike Knox

At-Large 2
David Robinson

At-Large 3
Michael
Kubosh

At-Large 4
Amanda Edwards

At-Large 5
Jack Christie

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:
 - Officers will verify that hours worked on Form 279 and hours on HFD Batch Sheet match.
 - Interoffice mail the original copy with ink signatures from the member and immediate supervisor on the timesheet to the Departmental Disaster Timesheet Coordinator at the HFD Staffing Chief Office.
 - Keep a copy at the station with the Station Captain in the members station folder.

The updated Forms 279 and 279A were updated on the Forms List on April 24, 2020 and must be used for submissions effective immediately.

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. Any questions regarding the Disaster Timesheet can be sent via email to COVID19staffing@houstontx.gov. **DO NOT SCAN AND EMAIL IN THE FORM 279, FORMS MUST HAVE ORIGINAL SIGNATURE.**

See the attached instructions that cover how to fill out the Form 279 before submitting it for approval to the Departmental Disaster Timesheet Coordinator at the HFD Staffing Chief Office. No HFD member shall turn their own Form 279 to City Finance at 611 Walker without approval from the Departmental Disaster Timesheet Coordinator.

20-103

Samuel Peña, Fire Chief

1801 Smith Street, 7th Floor | Houston, Texas 77002 | (832) 394-6702

"Courage, Commitment and Compassion"

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