Carmen Merlo

# December 2012

December 2012

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January 2013

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| Monday | Tuesday | Wednesday | Thursday | Friday |
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| December 3 | 4 | 5 | 6 | 7 |
| | | Merlo - DO | | |
| 10:00am 11:00am Follow-up Audit - Emergency Mana<br>11:00am 12:00pm CGIS stakeholder<br>11:00am 12:00pm CGIS Stakeholder<br>1:00pm 3:00pm RDPO Steering<br>5:30pm 6:30pm RACE: Are We So | 9:30am 11:30am Legislative agenda (Council work sessi<br>2:00pm 3:00pm Biweekly check-in on planning proje<br>3:00pm 4:00pm Updated: Meeting to discuss POEM I | 8:30am 10:00am Travel time to Salem<br>10:00am 11:00am OIG Introduction Teleconference (<br>1:00pm 3:00pm Updated: Monthly Comp Plan -<br>4:00pm 5:00pm | 9:00am 10:00am Updated: EMSC - Emergency Mana<br>11:30am 1:00pm Updated: Bureau Directors Lunch (<br>4:00pm 5:00pm Marc Farrar - Comcast - utility | 8:30am 9:00am Private Appointment<br>9:00am 11:00am REMTEC meeting<br>1:00pm 2:30pm ECC layout (Pacific<br>2:00pm 3:30pm Blitzer Weekly<br>8:00pm 11:00pm Charlie Hunter |
| 10 | 11 | 12 | 13 | 14 |
| OUT OF OFFICE | 10:00am 11:30am Property Stakeholders Advisory Group<br>1:30pm 2:00pm Utility Outage Reporting (Ben's<br>3:00pm 4:00pm OIG Document Request (PBEM | 9:00am 10:00am Audit questions re: governance (PBEM<br>9:00am 9:30am Satellite phone test<br>10:00am 11:00am PIO check-in<br>1:30pm 2:15pm BEECN display<br>3:00pm 4:30pm Executive Steering<br>3:00pm 3:30pm OPB-BEECN | 9:00am 10:00am PBEM Staff Meeting (PBEM<br>10:00am 11:15am Updated: Planning & Development Dir<br>1:00pm 2:00pm Sears Ops Center (Your Office - 1001<br>2:00pm 3:00pm Review NHMP | 9:00am 10:00am Columbia River Treaty review p<br>10:00am 11:00am Biweekly RRO check-in (POEM<br>12:00pm 1:00pm NET check-in<br>2:00pm 3:30pm Blitzer Weekly<br>3:00pm 4:00pm Updated: Budget |
| 17 | 18 | 19 | 20 | 21 |
| 9:00am 9:30am Coordinate collection of PBEM<br>9:00am 9:30am PBEM 800 MHz<br>1:00pm 1:30pm FirstCall contract<br>3:00pm 4:00pm OEM conference<br>3:30pm 5:00pm OMF Advisory<br>6:00pm 7:30pm Private | 11:00am 12:00pm PSSRP bimonthly check-in (POEM conference room - 1001 SW Fifth Ave<br>3:00pm 4:00pm Budget prep meeting (PBEM Main Conf Rm) | 9:00am 1:00pm Utility Outage reporting<br>1:00pm 2:00pm Updated: Bureau Directors Meeting (Lovejoy Room, City Hall, 2nd floor) | Merlo - BUDO<br>9:00am 10:00am PBEM Staff Meeting (PBEM<br>10:00am 12:00pm Blitzer Weekly<br>1:00pm 2:30pm ECC furnishings<br>3:00pm 4:00pm Meet with Michael<br>5:30pm 7:30pm PBEM HOLIDAY | 8:00am 5:00pm Weed and Feed<br>8:00am 10:00am PGE Critical Facilities Dis<br>11:00am 11:30am Meet with Denise<br>12:30pm 6:00pm OUT OF OFFICE<br>2:00pm 3:30pm Blitzer Weekly |
| 24 | 25 | 26 | 27 | 28 |
| | | Merlo - BUDO | | |
| Christmas Eve (United States)<br>Christmas Eve (United States)<br>Christmas Eve (United States)<br>OUT OF OFFICE | Christmas Day (United States)<br>Christmas Day (United States)<br>Christmas Day (United States) | 9:00am 9:30am Check-in RE: NET (Carmen's office)<br>11:00am 12:30pm Biweekly check-in on planning projects (My offic<br>1:00pm 2:00pm NET check-in | 9:00am 10:00am PBEM Staff Meeting (PBEM Main Conf Rm) | 9:00am 10:00am Meet with Mike Stuhr<br>9:00am 9:30am Pick up equipment from Mayor's office<br>2:00pm 3:30pm Blitzer Weekly debrief |
| 31 | | | | |
| New Year's Eve (United States)<br>New Year's Eve (United States)<br>New Year's Eve (United States)<br>OUT OF OFFICE | | | | |

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February 2013

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| Monday | Tuesday | Wednesday | Thursday | Friday |
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| | January 1, 2013<br>New Year's Day (United States)<br>8:00am 8:15am DO to transfer 800 MHz radio to next<br>1:00pm 2:00pm Steve Novick swearing-in c<br>2:00pm 3:00pm Planning Check In (PBEM Main Conf | 2<br>9:00am 11:00am Update AAR/Lessons<br>10:00am 11:00am Hales swearing in ceremony<br>11:00am 12:00pm Budget / BAC prep<br>1:00pm 3:00pm Updated: Monthly<br>3:00pm 3:30pm PBEM - City | 3<br>9:00am 10:00am EMSC - Emergency Management Steer<br>10:30am 11:00am MEET Carmen Merlo RE Eme<br>11:30am 1:00pm Updated: Bureau<br>1:30pm 2:00pm Community Rating<br>4:00pm 5:00pm MEET: Carmen | 4<br>9:00am 11:00am REMTEC meeting (Metro)<br>11:00am 12:00pm Budget Meeting<br>3:30pm 5:00pm Blitzer Weekly debrief |
| 7<br>9:00am 9:30am Reminder - Flash drive update<br>10:00am 11:00am Budget review<br>10:00am 10:15am Collect new<br>11:00am 12:00pm Updated: Planning<br>1:00pm 3:00pm RDPO Steering<br>3:30pm 5:00pm OMF Advisory | 8<br>10:00am 11:00am PBEM/GIS meeting (PBEM Main Conf<br>12:30pm 1:00pm Emergency Preparedness<br>2:00pm 3:00pm BOEC - POEM check in (POEM)<br>3:30pm 5:00pm Bureau Advisory | 9<br>9:00am 10:30am ECC furnishings<br>11:00am 12:00pm ECC Project Oversight C<br>1:00pm 2:00pm PIO check-in (corner office)<br>7:00pm 8:30pm West Hills NET TL election (3126 SW | 10<br>9:00am 10:00am PBEM Staff Meeting (PBEM Main Conf Rm)<br>10:30am 12:00pm P&D Directors meeting (Bull Run<br>3:00pm 4:00pm MERLO/PLOTNER meeting (PBEM M | 11<br>10:00am 11:00am Biweekly RRO check-in (POEM<br>1:00pm 2:00pm REVIEW Emergency<br>2:00pm 3:00pm Hazard Mitigation Grant Program D<br>3:00pm 4:30pm Blitzer Weekly |
| 14<br>10:00am 11:00am NET check-in | 15<br>10:00am 11:00am Updated: Planning Check In (PBEM Main Conf Room)<br>11:00am 12:00pm PSSRP bimonthly check-in (POEM c<br>1:00pm 5:00pm Updated: OIG Interviews with | 16<br>9:00am 10:00am Meet with Francisco Ianni - Red Cross (Ristretto)<br>3:00pm 4:30pm PSSRP Executive Steering Committee Meeti | 17<br>9:00am 10:00am Portland Bureau of Emergency Management (PBE<br>9:00am 10:00am Updated: PBEM Staff Meeting -<br>11:30am 1:00pm Hold the date - Additional Bureau | 18<br>1:00pm 2:00pm BTS / POEM check-in (POEM Main Conf Rm)<br>2:00pm 3:30pm Blitzer Weekly debrief |
| 21<br>Martin Luther King Day (United States)<br>3:00pm 4:00pm OEM conference call (Toll Free 888-232-3870 -<br>3:30pm 5:00pm OMF Advisory Committee Meeting (City Hall, | 22<br>2:00pm 3:00pm Planning Check In (PBEM Main Conf Room)<br>3:30pm 5:00pm BAC - Bureau Advisory Committee Meeting - #2: | 23<br>10:00am 11:00am PIO check-in (corner office)<br>3:00pm 4:00pm Meet with Joe Rizzi | 24<br>9:00am 10:00am PBEM Staff Meeting (PBEM Main Conf Rm)<br>10:30am 12:00pm P&D Directors SUPPLEMENTARY<br>1:00pm 4:00pm City mtg w Corps & BPA re Columbia | 25<br>10:00am 11:00am Biweekly RRO check-in (POEM Main Conf Rm)<br>2:00pm 3:30pm Blitzer Weekly debrief |
| 28<br>10:00am 11:00am NET check-in | 29<br>11:00am 12:00pm PSSRP bimonthly check-in (POEM conference room - 1001 SW Fifth Ave<br>2:00pm 3:00pm Planning Check In (PBEM Main Conf Room) | 30<br>1:00pm 3:00pm Updated: Monthly Operations Meeting (Please Read Invite) (ECC or VTC from Congress Center) | 31<br>9:00am 10:00am PBEM Staff Meeting (PBEM Main Conf Rm) | |