

January 2011

January 2011							February 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28					
30	31												

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						January 1, 2011
2	3	4	5	6	7	8
	MDT Admin Training	Police MDC TTT Police MDC TTT 9:00am Leadership Team 10:00am Labor issues 11:30am BTS CAD-Next More Items...	Police MDC TTT Police MDC TTT 9:00am BTS CTO (Director's Office)	Fire/EMS MDC TTT	Remote CAD/RMS TTT tng	
9	10	11	12	13	14	15
	CAD TTT - #1	CAD TTT - #1 9:00am Leadership Team (Mt. Jefferson) 3:30pm BOEC / BTS 4:30pm Labor-Management 6:00pm BAC meeting	CAD TTT - #1	CAD Admin/Supervisor - #1 9:00am travel 10:00am WCCCA 11:00am travel 3:00pm travel 4:00pm BOEC	CAD Admin/Supervisor - #1	
16	17	18	19	20	21	22
	HOLIDAY	CAD TTT - #2 9:00am Leadership Team (Mt. Jefferson) 2:00pm travel 3:00pm Executive Steering	CAD TTT - #2 9:00am BTS CTO (Director's Office) 10:00am OWIN (Director's Office) 1:00pm LMC meeting	CAD TTT - #2 1:30pm User Board meeting (Mt. Jefferson) 3:30pm PURVIS interview		
23	24	25	26	27	28	29
	CAD TTT - #3 9:30am PSSRP ESC member tour (Director's Office) 1:00pm FY 1112 Budget Discussion (Director's Office)	CAD TTT - #3		CAD Admin/Supervisor - #2 12:00pm Personnel issue (Director's Office) 3:30pm policy decision discussion (Director's Office)	CAD Admin/Supervisor - #2 8:30am travel 9:30am Broadband 12:00pm travel 1:00pm Bazelon 3:00pm travel	
30	31					
	CAD TTT - #4 11:00am BTS IA (BTS North Conference Room)					

February 2011

February 2011							March 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28						27	28	29	30	31		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		February 1	2	3	4	5
		CAD TTT - #4	CAD TTT - #4	CAD Admin/Supe - #3 12:30pm Ops Mgr meeting 3:00pm CAD-Next ... UserID & other Partner Agency table maintenance pr	CAD Admin/Supe - #3 11:00am Strategy Session--VCAD (BOEC Mt. Jefferson Room)	
6	7	8	9	10	11	12
		9:00am Leadership Team (Mt. Jefferson) 3:00pm LMC (Mt. Jefferson)	9:00am CTO (Director's Office)		8:30am travel 9:30am City Attorney re: Port of Portland IGA (City Attorney's Office) 10:30am travel	
13	14	15	16	17	18	19
	10:00am AIX Responsibilities (Director's Office)	9:00am Leadership Team (Mt. Jefferson) 12:00pm Grievance meeting (Director's Office) 3:00pm Eval Prep (Director's Office)		1:30pm User Board meeting (Mt. Jefferson)	Go/NoGo Assessment #1 10:30am Ready for Use Discussion (Director's Offi 1:00pm travel 2:00pm CAD Sustainment 3:00pm travel	
20	21	22	23	24	25	26
	HOLIDAY	9:00am Leadership Team (Mt. Jefferson)	4:30pm Breaks grievance (Director's office)	1:30pm Commissioner's One-on-One (Director's Office)		
27	28					

March 2011

March 2011							April 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		March 1	2	3	4	5
		12:00pm travel	9:00am Weekly	1:00pm VTM Go-Live		
		1:00pm Public Safety	Check-ins (Lisa's	Plan review		
		Broadband	Office)	(BOEC - Mt.		
		4:00pm Investigation	2:00pm Operations	Jefferson		
		(BHR)	Management	Conference		
		5:00pm travel	(Director's	Room)		
		6:00pm Community	Office)			
		Budget Forum				
6	7	8	9	10	11	12
		9:00am Leadership Team	10:00am VCAD GoLive	8:30am SME Meeting		
		(Mt. Jefferson)	Policy (BOEC -	(BOEC - North		
		12:30pm FEMA Mtg (Mt	Mt. Jefferson	9:30am Zetron Direction		
		Jeff)	Room)	(Director's Office		
		3:30pm BOEC / BTS	1:00pm PSSRP QA call	10:30am travel		
		meeting (BOEC)	(Director's	11:30am Technology		
		6:00pm travel	Office)	12:00pm travel		
		6:30pm Budget Hearing		2:00pm CAD Project		
13	14	15	16	17	18	19
		2:00pm travel	8:30am CAD Cut Over	2:00pm Fire MDT	8:00am FOCUS - for	
		3:00pm PSSRP Executive	Table Top Exe	(Director's	Outlook	
		Steering	1:30pm 1-on-1 with	Office)	(Director's	
		Committee	PSSRP POM		Office)	
		Meeting (Rose	2:00pm travel			
		Room, 3rd Floor,	3:00pm CAD Go-live Prep			
		City Hall, 1220	Meeting (Comm			
		SW Fifth Avenue	4:00pm BOEC			
20	21	22	23	24	25	26
		9:00am Leadership Team	9:00am CTO meeting	12:00pm CAD OPEN Door		
		(Mt. Jefferson)	(Director's Of	time (Director's		
		11:00am TIC Plan review	10:00am Zetron status	2:00pm Enterprise		
		(Director's	update (Direc	Service Bus		
		Office)	1:00pm Trouble	3:00pm VCAD License		
		3:00pm travel	Reporting	meeting (Dire		
		4:00pm CAD Go-live	2:00pm Performance	8:00pm CAD Open Door		
		Preparation	Eval (Director's	Time (Lisa T offi		
27	28	29	30	31		
	9:30am CAD Open Door	8:00am travel	9:00am CTO meeting	9:30am VCAD External		
	Time (Director's	9:00am Broadband Work	(Director's	Support Mtg		
	11:30am ieSolutions	group (1900 SW	Office)	(ELMERS MALL		
	meeting (B	4th, Room		2:00pm PPB Review OIS		
	3:00pm Budget prep	2500A)		Presentation		
	(Director's O	12:00pm travel		(BOEC - Mt. Jeff)		
	7:00pm eval prep			4:00pm CAD Next Go		
	8:00pm CAD Open Door			Live (BOEC - Mt.		

April 2011

April 2011							May 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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17	18	19	20	21	22	23	15	16	17	18	19	20	21
24	25	26	27	28	29	30	22	23	24	25	26	27	28
							29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					April 1	2
					Check CPR certifications with	ON CALL
3	4	5	6	7	8	9
ON CALL	10:30am Spring Bump discussion (Director's Office) 3:00pm Review alert and notification protocol (Director's Office)	9:00am Leadership Team (Mt. Jefferson) 3:00pm CAD Go-live Preparation Meeting (Commissioner Leonard's office)	9:00am ECS meeting (Mt. Jeff)	1:00pm travel 2:00pm Budget Presentation (City Hall) 2:30pm travel	1:00pm City Attorney (BOEC - my office)	ON CALL
10	11	12	13	14	15	16
ON CALL	2:30pm Emergency Coordination Center Update meeting (Director's Office) 6:30pm Employee Banquet	9:00am Leadership Team (Mt. Jefferson) 11:00am CAD Go Live - Situation Room 12:30pm travel 1:30pm Personnel issue 3:00pm CAD Go-live 4:00pm travel	9:00am V-CAD Go-Live Cut Over Walk Thru Drill (BOEC Classroom)	8:30am SME Meeting (Director's Office) 2:00pm Go/No-Go Meeting. (Director's Office)		
17	18	19	20	21	22	23
3:00am CAD Go-Live (BOEC)		11:00am travel 12:00pm Disaster Policy Council Meeting (Rose Room) 2:00pm Personnel issue (City Attorney's) 3:00pm PSSRP bureau sponsor meeting	9:00am CTO meeting (Director's Office)	10:30am Project Team schedule and 1:30pm travel 2:30pm one-on-one (Commissioner) 3:30pm travel 4:00pm Support issues, Release Manag	VAC	
24	25	26	27	28	29	30
		9:00am Leadership Team (Mt. Jefferson) 2:00pm Motorola Summary report (Director's Office)	9:00am CTO meeting (Director's Of 11:00am PSSRP QA call (Director's Offi 1:00pm Paging Issues (Mt. Jefferson) 3:00pm LMC Meeting (Mt. Jefferson)	9:00am eval prep (Director's Office)		ON CALL

May 2011

May 2011							June 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30		
29	30	31											

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 1	2	3	4	5	6	7
ON CALL	11:00am MapViewer issues (Director's Office)	12:30pm VCAD PM MEETING (Director's Office)	9:00am CTO meeting (Director's Office)			ON CALL
12:00am SOP of the Month to Review with employees - Marine/River (Performance reviews)	2:00pm Communications issues (Director's Office)	2:00pm Personnel issue (Director's Office)				
8	9	10	11	12	13	14
ON CALL		9:00am Leadership Team (Mt. Jefferson)	10:00am VCAD Issues List (Director's Office)	8:30am Radio SME Meeting (Director's Office)	8:00am 7 Habits webinars	
		1:00pm VCAD PM MEETING (Director's Office)		3:00pm travel		
				4:00pm BOEC one-on-one (Commissioner's)		
15	16	17	18	19	20	21
		9:00am Leadership Team (Mt. Jefferson)	9:00am CTO meeting (Director's Of)	11:00am City Attorney (BOEC)	vacation	
		11:30am User Board prep (Director's Office)	10:00am VCAD Issues List (Director's Office)	1:30pm User Board meeting (Mt. Jefferson)		
		1:30pm travel	11:30am Training			
		2:30pm Media interview (Commissioner's)	1:30pm PSSRP Director			
		3:00pm Bi-Monthly	2:30pm Personnel issue			
			3:00pm VCAD (Director's)			
22	23	24	25	26	27	28
	12:00pm Personnel issue (Director's Office)	9:00am Leadership Team (Mt. Jefferson)	9:00am CTO (Lisa's Office)	10:00am VCAD Issues List (Director's Office)		ON CALL
		10:30am BOEC's Input for BTS BIA (Direct		2:30pm Personnel issue (Director's Office)		
		1:00pm VCAD PM MEETING				
		3:30pm ieSolutions Staffing Plan				
29	30	31				
ON CALL	HOLIDAY	9:00am Leadership Team (Mt. Jefferson)				
		1:00pm VCAD PM MEETING (Director's Office)				

June 2011

June 2011							July 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			June 1	2	3	4
			10:00am VCAD Issues List (Director's Office)	10:00am VCAD Issues list - part 2 (Director's Office)	10:00am Alarm issues (Director's Office)	ON CALL
			5:00pm Internal PIO Meeting (Director's Office)			
5	6	7	8	9	10	11
ON CALL	11:00am Radio / Marquee issues discussion (Director's Office)	8:30am Prep Employee Panel (North Conference Room)	9:00am Veraterm MDT visit (Director's Office)	8:30am SME Meeting (Director's Off)	VAC	
		9:00am EC IT Manager interviews (Mt. Jefferson Room)	10:00am VCAD Issues List (Director's Office)	9:30am Veraterm MDT visit - Morning		
				10:00am BOEC/AMR Interface packet		
				11:00am Hourglass issue call (Director's)		
12	13	14	15	16	17	18
	VAC	VAC	VAC	VAC	VAC	
					9:30am Mobile Network Performance issues (RDLAP) - Status update (Director's Office)	
19	20	21	22	23	24	25
		9:00am Leadership Team (Mt. Jefferson)	9:00am CTO meeting (Director's Office)	8:30am Partner Agency mtg (MCSO) (Director's Office)	9:30am Mobile Network Performance issues (RDLAP)	ON CALL
		10:00am PSSRP QA interview (Director's)	1:00pm PSSRP discussion (Director's)	1:00pm VTM Licensing issues (Director's Office)	11:00am Hourglass issue (Director's Office)	6:00am Headset Gazette Article
		11:00am CAD Access info (Director's Office)	3:00pm Training ECS interviews (D)		1:30pm OPB Interview (boec)	
26	27	28	29	30		
ON CALL		9:00am Leadership Team (Mt. Jefferson)	9:00am CTO (Director's Office)	8:30am Mobile Network Performance issues (RDLAP)		
		10:30am City Attorney (Director's Of)	3:00pm BOEC - LMC (Mt. Jefferson)	10:00am Radio Stakeholders Group Kick Off		
		11:00am Police Partner Agency VCAD		2:00pm PSSRP QA (Director's)		
		1:00pm LMC trends				
		3:00pm Personnel Issue				

July 2011

July 2011							August 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31			
31													

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					July 1	2
					10:00am GPS situation (Director's Of 1:00pm travel 2:00pm BOEC Director one-on-one (C 3:00pm travel	
3	4	5	6	7	8	9
	HOLIDAY	9:00am Leadership Team (Mt. Jefferson) 10:00am BTS IT manager (Director's office)		9:30am ECS recruitment (Director's Office) 1:30pm User Board (Mt. Jefferson Room)	1:30pm travel 2:30pm Portland Police Association VCAD (PETTYGROVE 3:00pm travel	ON CALL
10	11	12	13	14	15	16
ON CALL	1:00pm Principal Business Systems Analyst interview (Director's office)	9:00am Leadership Team (Mt. Jefferson) 10:30am VCAD issues review (Dire 1:00pm Principal Business			2:00pm Personnel issue (Director's office)	ON CALL
17	18	19	20	21	22	23
ON CALL	9:00am Emergency Communications 10:00am BTS issue 1:30pm travel 2:30pm Updated: 4:00pm travel	8:30am travel 10:00am 911 PSAP Workgroup and Taskforce (Anderson Read 2:00pm travel	9:00am CTO meeting (Director's office) 10:30am VCAD Issues (Director's Office)	2:00pm VCAD IT Manager (Lisa's office)		ON CALL
24	25	26	27	28	29	30
ON CALL	12:00pm travel 1:15pm CAO Meet & Greet (OMF 12th FI TPB) 2:00pm travel	9:00am Leadership Team (Mt. Jefferson) 11:00am travel 12:00pm Bureau Directors' Portfolio Meeting 1:30pm travel	8:00am Jury Duty (Multnomah County Court) 3:00pm LMC (Mt. Jefferson Room)	9:00am VCAD Sustainment & Turnover Proce 1:00pm VCAD issues list (Director's Office)	10:00am VTM Conference (Director's Office) 2:30pm VCAD issue (Director's 3:00pm PRE - DoJ meeting (
31						

August 2011

August 2011							September 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	August 1	2	3	4	5	6
	10:00am Metrics (Director's Office) 2:00pm Metrics (Director's Office) 5:30pm DoJ visit (BOEC)	11:30am PSSRP QA call (Director's office) 1:00pm Metrics (Director's Office)		11:30am Personnel issue (Director's Office) 1:00pm Issues Tracking Status Meeting (Director's office)	11:00am PSSRP QA interview (Director's Office) 12:00pm OM QA Interview (Director's office)	ON CALL
7	8	9	10	11	12	13
ON CALL		9:00am Leadership Team (Mt. Jefferson) 2:00pm travel 3:00pm Zetron Issues (BTS Bubble Room - TPB, 4th floor) 4:00pm travel		8:30am Radio project SME (Director's office) 1:00pm travel 2:00pm Follow up appt with Bureau Psychologist (Dr. 3:00pm travel		
14	15	16	17	18	19	20
	9:00am PSSRP audit (BOEC) 10:30am BTS VCAD Manager (Director's office) 2:30pm VCAD Issues List Status (Director's office)	9:00am Leadership Team (Mt. Jefferson) 10:30am travel 11:30am PSSRP Quality Assurance (QA) 12:00pm Work time (downtown) 3:00pm PSSRP Executive		out of office	out of office	
21	22	23	24	25	26	27
	out of office	out of office	out of office		9:00am travel 10:00am Special ESC Meeting - RegJIN Project 11:00am Versaterm Final Acceptance (BTS Aux Conf Room) 12:00pm travel	
28	29	30	31			
	3:00pm Patching for the BOEC environment (Director's office)	9:00am Leadership Team (Mt. Jefferson) 1:00pm eval prep (Director's Office)	10:00am Evac trailer (Director's office) 11:00am Eval prep - 1 (Director's office) 7:00pm Employee Retirement Party			

September 2011

September 2011							October 2011						
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11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				September 1	2	3
					10:30am Personnel issues (Director's Office)	ON CALL
					4:30pm Repost Roll Call 3502	
4	5	6	7	8	9	10
ON CALL	HOLIDAY	9:00am Leadership Team (Mt. Jefferson)	11:00am ECS interview (Director's offi	3:00pm travel	8:00am TriData	ON CALL
		10:00am Conference Prep - BOEC's TOP 10	11:30am ECS interview (Director's offi	4:00pm BOEC	Interview and Tour (BOEC)	
		11:00am CAD-to-CAD 24x7 Suppport	2:00pm ECS interview	one-on-one (Commissioner's Office)	2:00pm Standby Support document (Director's Office)	
		11:30am ECS final 2:00pm planning	3:30pm ECS interview		4:30pm CTO (Director's Office)	
11	12	13	14	15	16	17
ON CALL		2:00pm travel		12:00pm New hire buffet (Classroom)	10:00am VCAD system check (Director's Office)	ON CALL
		6:00pm Oregon APCONENA Banquet (Bend)		1:30pm User Board (Mt. Jefferson)	10:30am USCG discussion (Director's Office)	
		9:00pm travel				
18	19	20	21	22	23	24
ON CALL	8:00am Eval prep (Director's office)	9:00am Leadership Team (Mt. Jefferson)	9:00am CTO (Director's Office)	2:00pm travel	vacation	
	10:00am Lessons Learned Interview (LisaT's Office)	11:00am VCAD Change Control process (Director's Offic	3:00pm BTS Risk Assessment (Director's Office)	3:00pm BOEC briefing (City Hall)		
	11:00am Eval prep (Director's	2:00pm Fall BuMP briefing (Director's	4:00pm LMC (Mt. Jeff)	3:30pm NEW LOCATION - Executive Steering Commit		
				5:00pm PSSRP QA interview (City		
25	26	27	28	29	30	
	vacation	vacation	vacation	vacation	vacation	

October 2011

October 2011							November 2011						
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16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						October 1
2	3	4	5	6	7	8
	vacation	vacation	vacation	vacation	vacation	
9	10	11	12	13	14	15
	vacation	vacation	vacation	vacation	vacation	
16	17	18	19	20	21	22
	VACATION	VACATION	VACATION	VACATION	VACATION	
23	24	25	26	27	28	29
	8:00pm Pumpkin carving Judging (BOEC)	7:00am travel 7:30am Diversity Conference Exec Session (OCC) 1:00pm travel	9:00am Leadership Team (Mt. Jefferson)	10:00am Radio Stakeholders' 3:00pm VCAD project debrief (Direc 4:00pm PSSRP QA 8:00pm Pumpkin carving	3:00pm Prep for City Attorney meeting (Director's office)	On call
30	31					
On call						

November 2011

November 2011							December 2011						
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		1	2	3	4	5			1	2	3		
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		November 1	2	3	4	5
		9:00am Leadership Team (Mt. Jefferson)		6:00pm FEMA class - IS 701.a (Director's office)	2:00pm Calltaking Process Planning (Director's office) 4:00pm FEMA Class - IS 701.a (Director's office)	
6	7	8	9	10	11	12
	10:00am VTM (Director's Office) 1:30pm In-service Presentation (Classroom) 3:00pm Lessons Learned - Analysis Review (Directo	8:30am Kimball visit (BOEC) 2:00pm BOEC - POEM check in (Director's offi 3:30pm In-service presentation (Classroom)	7:00am travel 8:00am Portland LEAP Table Top Exercise (McM 10:30am Nationwide EAS Test (BOEC) 1:30pm In-service presentation	8:30am Radio SME Meeting (BOEC) 10:00am FEMA Class - IS 702.1 (Director's office) 7:30pm In-service presentation (Classroom)	On call HOLIDAY	
13	14	15	16	17	18	19
On call	10:00am travel 11:00am Legal issue (City Attorney Office) 12:00pm travel 2:00pm Radio Project - Kick Off Meeting 4:00pm Strategic and 5:30pm In-service	9:00am Leadership Team (Mt. Jefferson) 10:30am travel 11:30am Updated: BOEC 12:30pm Legal issues 2:30pm travel 3:30pm Radio project 7:30pm In-service	9:00am Weekly Check-ins (Lisa's 10:00am US Marshall's Office visit (B 2:00pm HR issues (Mt. Jeff) 3:00pm LMC Meeting 5:00pm In- service	11:00am Personnel issues (Director's Office) 1:30pm User Board (Mt. Jefferson) 4:00pm In-service presentation (Classroom)	5:30pm In-service presentation (Classroom)	On call 6:00pm In-service presentation (Classroom)
20	21	22	23	24	25	26
On call	10:00am Bureau Timekeeping Processes (Director's Office) 1:00pm FEMA Class - IS 703.a (Director's office)	9:00am Leadership Team (Mt. Jefferson) 1:00pm eval prep (Director's Office) 3:00pm Comm Office meeting (BOEC)	9:00am Weekly Check-ins (Lisa's Office) 1:00pm Eval prep (Director's Office)	HOLIDAY HOLIDAY		
27	28	29	30			
	11:00am Mt. Jeff computer (Mt. Jeff) 1:00pm Expectations Info Doc (Director's of 2:00pm FEMA class - IS 704 (Director's	9:00am Leadership Team (Mt. Jefferson) 10:00am Expectations doc (Director's Office) 10:30am Expectations doc (Director's offic 11:30am Info Record 2:00pm VCAD closeout	9:00am Weekly Check-ins (Lisa's Office) 12:00pm FEMA Class - IS 706 (Director's office)			

December 2011

December 2011							January 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				December 1	2	3
						On call
4	5	6	7	8	9	10
On call	11:00am Expectations Info doc (Director's office)	9:00am Leadership Team (Mt. Jefferson) 10:00am Eval Final (Director's office)	7:00pm FW: ECS Meeting (BOEC - Classroom)	8:30am SME Meeting (BOEC (Room TBD))		On call
11	12	13	14	15	16	17
On call	3:00pm Budget discussion (Director's office)		9:00am CTO meeting (Director's off) 10:00am travel 11:00am PF&R Staffing Study Steering 12:00pm travel 1:30pm BOEC Budget Advisory Com		1:30pm AFSCME meeting (Director's office)	On call
18	19	20	21	22	23	24
On call		9:00am Leadership Team (Mt. Jefferson) 10:30am Emergency Coordination 1:00pm Incident Connect tech meeting (P) 3:00pm Discuss Trailer options (Direct	3:00pm LMC Meeting (Mt. Jeff)			
25	26	27	28	29	30	31
	HOLIDAY	3:30pm plan FEMA training for 2012 (Director's office)	9:30am VCAD Close out work (my office) 10:00am Expectations doc review (Director's Office)		1:30pm BOEC one-on-one (BOEC)	On call