

FIRE CHIEF SARA BOONE CALENDAR

April 1, 2020 – April 30, 2020

▲ Wed, Apr 1

- 8:00 AM – 9:30 AM Core Leadership
 - 9:30 AM – 11:00 AM Families First Coronavirus Response Act-Roll Out
 - 10:00 AM – 11:00 AM Rose King
 - 11:00 AM – 11:30 AM Oregon Fire Defense Board Conference Call to Discuss COVID-19
 - 4:20 PM – 5:20 PM FFCRA Discussion
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▲ Thu, Apr 2

- 9:00 AM – 10:30 AM Emergency Management Steering Committee
 - 10:00 AM – 10:30 AM Weekly Coordination Calls – Commissioner Hardesty, PBEM Director, BOEC Director
 - 10:30 AM – 11:00 AM Chief Administrative Officer
 - 11:30 AM – 12:30 PM Bureau Directors Monthly Meeting
 - 1:30 PM – 2:30 PM Rose King
 - 3:00 PM – 4:00 PM Human Resources/City Attorney
 - 4:00 PM – 4:15 PM City Directors Check-in Opportunity
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▲ Fri, Apr 3

- 10:00 AM – 10:30 AM PHOTO: Public Servants of Portland
 - 11:00 AM – 11:15 AM Phone call w/Chief Resch
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▲ Mon, Apr 6

- 10:00 AM – 10:30 AM Special Ops Check In
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▲ **Tue, Apr 7**

- 8:00 AM – 9:30 AM Leadership Team Meeting
 - 9:30 AM – 10:00 AM Chief/Guo Check In
 - 2:00 PM – 2:30 PM City/County EOC staffing requests
 - 4:00 PM – 4:15 PM City Directors Check-in Opportunity
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▲ **Wed, Apr 8**

- 7:30 AM – 8:30 AM Chief/PFFA President
 - 8:00 AM – 9:30 AM Core Leadership
 - 11:00 AM – 11:30 AM Oregon Fire Defense Board Conference Call to Discuss COVID-19
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▲ **Thu, Apr 9**

- 10:00 AM – 10:30 AM Weekly Coordination Call – Commissioner Hardesty
 - 4:00 PM – 4:15 PM City Directors Check-in Opportunity
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▲ **Fri, Apr 10**

- All Day OFF FRIDAYS
 - 8:30 AM – 9:30 AM Rose King
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▲ **Mon, Apr 13**

- 10:00 AM – 11:30 AM Rose King
 - 3:00 PM – 4:00 PM Human Resources
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▲ **Tue, Apr 14**

- 9:00 AM – 10:00 AM Media - Meds on Wheels Program
 - 2:00 PM – 3:00 PM Budget Discussion
 - 4:00 PM – 4:15 PM City Bureau Directors Check-in
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▲ **Wed, Apr 15**

- 8:00 AM – 9:30 AM Core Leadership
 - 11:00 AM – 11:30 AM Oregon Fire Defense Board Conference Call to Discuss COVID-19
 - 1:00 PM – 2:30 PM City Attorney/Core Leadership
 - 4:00 PM Essential Functions Update to Special Operations
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▲ **Thu, Apr 16**

- 9:00 AM – 10:00 AM Core Leadership
 - 10:00 AM – 10:30 AM Weekly Coordination Calls – Commissioner Hardesty, PBEM Director, BOEC Director
 - 3:00 PM – 4:00 PM Human Resources/City Attorney
 - 4:00 PM – 4:15 PM City Bureau Directors Check-in
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▲ **Fri, Apr 17**

- All Day OFF FRIDAYS
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▲ **Mon, Apr 20**

- 11:00 AM – 11:30 AM Human Resources Director
 - 1:00 PM – 2:00 PM Core Functions Support
 - 4:00 PM Essential Functions Update to Special Operations
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▲ **Tue, Apr 21**

- 8:00 AM – 9:30 AM Leadership Team Meeting
 - 10:00 AM – 12:00 PM Labor-Management Meeting
 - 12:30 PM – 1:00 PM PSWG Executive Committee
 - 3:00 PM – 4:00 PM City Attorney
 - 4:00 PM – 4:15 PM City Bureau Directors Check-in
 - 4:30 PM – 5:30 PM Confirmed: Virtual Female Bureau Director Meeting (via Zoom/Not Teams) [Link Below](#)
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▲ **Wed, Apr 22**

- 8:00 AM – 9:30 AM Core Leadership
 - 2:30 PM – 3:00 PM Public Safety Directors
 - At 4:00 PM Essential Functions Update to Special Operations
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▲ **Thu, Apr 23**

- 8:00 AM – 9:00 AM PF&R Internal COVID Coordination
 - 9:30 AM – 11:30 AM BHR Executive Session w/ Mayor Wheeler and Commissioners
 - 3:30 PM – 4:00 PM Weekly Coordination Call – Commissioner Hardesty, PBEM Director, BOEC Director
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Fri, Apr 24**

- All Day OFF FRIDAYS
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▲ **Mon, Apr 27**

- 8:00 AM – 9:00 AM Human Resources
 - 2:00 PM – 2:30 PM Think Out Loud Prep Phone Call
 - 3:00 PM – 3:30 PM Think Out Loud Podcast
 - At 4:00 PM Essential Functions Update to Special Operations
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▲ **Tue, Apr 28**

- 8:00 AM – 9:30 AM Leadership Team Meeting
 - 10:00 AM – 11:00 AM Labor Relations Check In
 - 1:30 PM – 2:30 PM Chief's Corner
 - 3:00 PM – 4:00 PM City Budget Office
 - 4:00 PM – 4:15 PM City Bureau Directors Check-in
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▲ **Wed, Apr 29**

- 8:00 AM – 9:30 AM Core Leadership
 - 9:00 AM – 11:30 AM City Council
 - At 4:00 PM Essential Functions Update to Special Operations
 - 4:00 PM – 4:30 PM Portland Fire & Rescue Med's on Wheel's program
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▲ **Thu, Apr 30**

- 8:00 AM – 9:00 AM PF&R Internal COVID Coordination
 - 10:00 AM – 10:30 AM Weekly Coordination Calls Commissioner Hardesty, PBEM Director, BOEC Director
 - 4:00 PM – 4:15 PM City Bureau Directors Check-in
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