



FIRE AND POLICE DISABILITY AND RETIREMENT City of Portland, Oregon



1800 SW First Ave., Suite 250, Portland, OR 97201 · (503) 823-6823 · Fax: (503) 823-5166

Samuel Hutchison, Director

fpdr@portlandoregon.gov

FPDR Director's Calendar January 2023

January 2, 2023 Monday

All Day New Years

January 3, 2023 Tuesday

1:00 PM - 1:30 PM Staff Meeting
4:00 PM - 4:30 PM Directors 2x Weekly Check-in

January 4, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
1:00 PM - 3:30 PM Out of Office

January 5, 2023 Thursday

10:00 AM - 12:30 PM Litigation Review
2:00 PM - 3:00 PM Staff Meeting
3:00 PM - 3:30 PM Staff Meeting

January 6, 2023 Friday

10:00 AM - 11:00 AM Managers Meeting
12:00 PM - 5:00 PM Out of Office

January 9, 2023 Monday

11:00 AM - 12:00 PM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting

January 10, 2023 Tuesday

All Day No Meetings

January 11, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting

January 12, 2023 Thursday

11:30 AM - 1:00 PM Bureau Directors meeting
1:00 PM - 5:30 PM Out of Office

January 13, 2023 Friday

All Day Out of Office

January 16, 2023 Monday

All Day Martin Luther King Day

January 17, 2023 Tuesday

10:30 AM - 11:30 AM Staff Meeting
1:30 PM - 2:30 PM Keith Hathorne HRBP
4:00 PM - 4:30 PM Directors 2x Weekly Check-in

January 18, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting

January 19, 2023 Thursday

8:30 AM - 9:00 AM Staff Meeting
10:00 AM - 12:00 PM MLAC
2:00 PM - 5:30 PM Out of Office

January 20, 2023 Friday

12:00 PM - 5:00 PM Out of Office

January 23, 2023 Monday

10:30 AM - 11:30 AM Staff Meeting
1:00 PM - 5:00 PM FPDR Board of Trustees Meeting

January 24, 2023 Tuesday

9:30 AM - 11:30 AM BHR Executive Session w/ Mayor Wheeler and Commissioners
3:30 PM - 4:30 PM Staff Meeting

January 25, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
10:30 AM - 11:30 AM All Bureau Meeting
1:00 PM - 2:00 PM Staff Meeting

January 26, 2023 Thursday

8:00 AM - 12:00 PM Out of Office
12:00 PM - 5:00 PM Directors Retreat Day 1

January 27, 2023 Friday

8:00 AM - 5:00 PM Directors Retreat Day 2

January 30, 2023 Monday

9:30 AM - 10:00 AM Staff Meeting
10:30 AM - 11:30 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting



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FPDR Director's Calendar February 2023

February 1, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting
2:00 PM - 2:30 PM Staff Meeting

February 2, 2023 Thursday

10:00 AM - 12:30 PM Litigation Review

February 3, 2023 Friday

9:00 AM - 9:30 AM Government Relations Bureau Check-In
10:00 AM - 12:00 PM MLAC
12:00 PM - 5:00 PM Flex Time

February 6, 2023 Monday

1:00 PM - 2:00 PM Staff Meeting

February 7, 2023 Tuesday

10:00 AM - 10:30 AM MEET Director Bureau of Fire & Police Disab & Retire & Cmr. Gonzalez
1:00 PM - 3:00 PM OR - HB 3111 Public Hearing - Salem

February 8, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting

February 9, 2023 Thursday

11:30 AM - 1:00 PM Bureau Directors meeting

February 10, 2023 Friday

9:30 AM - 10:00 AM Bureau Check-In-Equity & Admin
10:30 AM - 11:00 AM Michael Jordan CAO
12:00 PM - 5:00 PM Flex Time

February 13, 2023 Monday

10:00 AM - 11:00 AM SF Performance Reviews Steering Committee Meeting
11:00 AM - 12:00 PM Staff Meeting
1:30 PM - 2:00 PM Staff Meeting
3:00 PM - 4:00 PM Code and Charter Match - Bureau Representatives Meeting

February 14, 2023 Tuesday

4:00 PM - 4:30 PM Directors 2x Weekly Check-in

February 15, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
11:30 AM - 12:00 PM Pauline Goble - Facilities
1:00 PM - 2:00 PM Staff Meeting
2:00 PM - 2:30 PM Constituent Concern - Sen. Ron Wyden

February 16, 2023 Thursday

9:30 AM - 10:00 AM Keith Hathorne HRBP
11:00 AM - 12:00 PM Monthly City-wide COOP Meeting
2:00 PM - 3:00 PM Employee Town Hall on City Transition
3:30 PM - 5:30 PM Out of Office

February 17, 2023 Friday

9:00 AM - 9:30 AM Government Relations Bureau Check-In
10:00 AM - 12:00 PM MLAC
12:00 PM - 5:00 PM Flex Time

February 21, 2023 Tuesday

9:30 AM - 11:30 AM BHR Executive Session w/ Mayor Wheeler and Commissioners
11:30 AM - 12:25 PM Pregame Strategic Planning Kickoff - FPDR
1:30 PM - 2:30 PM Staff Meeting
3:00 PM - 3:30 PM Staff Meeting

February 22, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting

February 23, 2023 Thursday

11:30 AM - 1:00 PM Bureau Director Meetings

February 24, 2023 Friday

9:30 AM - 10:00 AM Government Relations Bureau Check-In
12:00 PM - 5:00 PM Flex Time

February 27, 2023 Monday

10:30 AM - 11:30 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting
2:30 PM - 3:00 PM Staff Meeting

February 28, 2023 Tuesday

9:00 AM - 9:30 AM FPDR Janitorial Service
10:00 AM - 11:30 AM Pregame x FPDR: All Team Project Vision Session



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FPDR Director's Calendar March 2023

March 1, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting
3:00 PM - 5:30 PM Out of Office

March 2, 2023 Thursday

10:00 AM - 12:30 PM Litigation Review

March 3, 2023 Friday

9:30 AM - 10:00 AM Government Relations Bureau Check-In
10:00 AM - 12:00 PM MLAC
12:00 PM - 5:00 PM Out of Office

March 6, 2023 Monday

10:30 AM - 11:30 AM Staff Meeting
1:00 PM - 3:00 PM Out of Office
3:30 PM - 4:00 PM Staff Meeting

March 7, 2023 Tuesday

10:00 AM - 11:00 AM Staff Meeting
11:00 AM - 11:50 AM FPDR Strategic Plan Bi-Weekly Huddle
3:00 PM - 4:00 PM Staff Meeting

March 8, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting

March 9, 2023 Thursday

9:30 AM - 10:00 AM Pregame - Strategic Plan
11:30 AM - 1:00 PM Bureau Directors meeting

March 10, 2023 Friday

9:30 AM - 10:00 AM Government Relations Bureau Check-In
12:00 PM - 5:00 PM Out of Office

March 13, 2023 Monday

10:00 AM - 11:00 AM SF Performance Reviews Steering Committee Meeting
11:00 AM - 12:00 PM Staff Meeting
1:30 PM - 2:30 PM Staff Meeting
3:00 PM - 3:30 PM Code & Charter Match - Bureau Reps. Monthly Check in

March 14, 2023 Tuesday

11:00 AM - 11:30 AM Staff Meeting
4:00 PM - 5:00 PM Directors 2x Weekly Check-in

March 15, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting
4:00 PM - 5:30 PM Out of Office

March 16, 2023 Thursday

8:00 AM - 1:00 PM Out of Office
3:00 PM - 5:00 PM OR - HB 3111 Public Hearing

March 17, 2023 Friday

9:00 AM - 10:00 AM Staff Meeting
9:30 AM - 10:00 AM Government Relations Bureau Check-In
10:00 AM - 12:00 PM MLAC
10:00 AM - 10:30 AM Jake Winship, PERS
12:00 PM - 5:00 PM Out of Office

March 20, 2023 Monday

8:30 AM - 9:30 AM Manager/Supervisor Townhall - Hybrid, Remote and In-Person
10:00 AM - 10:30 AM Staff Meeting
11:00 AM - 11:30 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting

March 21, 2023 Tuesday

9:30 AM - 11:30 AM BHR Executive Session w/ Mayor Wheeler and Commissioners
11:00 AM - 11:50 AM PDR Strategic Plan Bi-Weekly Huddle

March 22, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
10:00 AM - 11:30 AM Pregame x FPDR: All Staff Workshop - Mission, Vision, Values
1:00 PM - 2:00 PM Staff Meeting

March 23, 2023 Thursday

11:30 AM - 1:00 PM Bureau Director Meetings

March 24, 2023 Friday

8:30 AM - 12:30 PM Retirement Workshop
9:30 AM - 10:00 AM Government Relations Bureau Check-In
12:00 PM - 5:00 PM Out of Office

March 27, 2023 Monday

10:30 AM - 11:30 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting
3:30 PM - 4:30 PM Human Resources Quarterly Check-In

March 28, 2023 Tuesday

4:00 PM - 4:30 PM Directors 2x Weekly Check-in

March 29, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting

1:00 PM - 2:00 PM Staff Meeting

March 30, 2023 Thursday

All Day No Meetings

March 31, 2023 Friday

9:30 AM - 10:00 AM Government Relations Bureau Check-In

10:00 AM - 12:00 PM MLAC

12:00 PM - 5:00 PM Out of Office



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FPDR Director's Calendar April 2023

April 3, 2023 Monday

10:30 AM - 11:00 AM MacLeod - FPDR Trustee
1:00 PM - 2:00 PM Staff Meeting

April 4, 2023 Tuesday

9:00 AM - 11:00 AM Out of Office
11:00 AM - 11:50 AM FPDR Strategic Plan Bi-Weekly Huddle
1:00 PM - 2:30 PM FPDR Board of Trustees Meeting
4:00 PM - 4:30 PM Directors Check-in

April 5, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
10:00 AM - 10:30 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting
3:30 PM - 4:00 PM Staff Meeting

April 6, 2023 Thursday

10:00 AM - 12:30 PM Litigation Review

April 7, 2023 Friday

9:30 AM - 10:00 AM Government Relations Bureau Check-In
12:00 PM - 5:00 PM Flex Time

April 10, 2023 Monday

11:00 AM - 12:00 PM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting
2:30 PM - 3:00 PM Office of Government Relations

April 11, 2023 Tuesday

1:30 PM - 2:30 PM Mandatory In-Person Pre-Submittal Meeting RFP 00002086
4:00 PM - 4:30 PM Directors Check-in

April 12, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
10:30 AM - 11:30 AM Staff Meeting
12:30 PM - 5:30 PM Out of Office

April 13, 2023 Thursday

11:30 AM - 1:00 PM Bureau Directors meeting
1:00 PM - 4:00 PM Future of Work - Equity Considerations in Returning Employees to the Office --
4:00 PM - 4:30 PM Directors Check-in

April 14, 2023 Friday

9:00 AM - 9:30 AM Government Relations Bureau Check-In
11:00 AM - 12:00 PM Staff Meeting
12:00 PM - 5:00 PM Flex Time

April 17, 2023 Monday

10:30 AM - 11:30 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting

April 18, 2023 Tuesday

9:00 AM - 9:15 AM FPDR X Pregame Check In Engagement Comms (Sam X Lisa)
11:00 AM - 11:50 AM FPDR Strategic Plan Bi-Weekly Huddle
4:00 PM - 4:30 PM Directors Check-in

April 19, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting
3:00 PM - 5:30 PM Out of Office

April 20, 2023 Thursday

9:30 AM - 10:00 AM FPDR X Pregame - Sam X Lisa Trustee Prep
11:30 AM - 12:00 PM Mike J./ Sam H Check-in (Quarterly)
2:30 PM - 3:00 PM Staff Meeting

April 21, 2023 Friday

12:00 PM - 5:00 PM Flex Time

April 24, 2023 Monday

9:30 AM - 10:30 AM Staff Meeting
11:00 AM - 1:00 PM Administration Programmatic Assessment Meeting #2
1:00 PM - 5:30 PM Out of Office

April 25, 2023 Tuesday

9:30 AM - 10:30 AM Staff Meeting
1:00 PM - 1:30 PM Mandatory In-Person Pre-Submittal Meeting (2 of 2) RFP 00002086
3:30 PM - 4:30 PM FPDR Strategic Plan - Trustee Catherine MacLeod

April 26, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
11:00 AM - 11:30 AM Staff Meeting

April 27, 2023 Thursday

8:15 AM - 9:15 AM FPDR Strategic Plan - Trustee Christopher Kulp
11:30 AM - 1:00 PM Bureau Director Meetings

April 28, 2023 Friday

12:00 PM - 5:00 PM Flex Time



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FPDR Director's Calendar May 2023

May 1, 2023 Monday

9:00 AM - 9:30 AM Staff Meeting
9:30 AM - 11:30 AM Administration Programmatic Assessment Meeting #3
1:00 PM - 2:00 PM Staff Meeting
2:00 PM - 3:00 PM Staff Meeting

May 2, 2023 Tuesday

11:00 AM - 12:00 PM Staff Meeting
12:30 PM - 5:30 PM Out of Office

May 3, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting
2:00 PM - 3:00 PM Keith Hathorne - BHR

May 4, 2023 Thursday

10:00 AM - 12:30 PM Litigation Review
1:00 PM - 1:30 PM Staff Meeting

May 5, 2023 Friday

9:30 AM - 10:00 AM Government Relations Bureau Check-In
10:00 AM - 11:00 AM Manager Meeting
11:00 AM - 11:30 AM Staff Meeting
12:00 PM - 5:00 PM Flex Time

May 8, 2023 Monday

10:30 AM - 11:30 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting

May 9, 2023 Tuesday

10:00 AM - 10:30 AM Staff Meeting

May 10, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting

May 11, 2023 Thursday

11:30 AM - 1:00 PM Bureau Directors meeting
12:30 PM - 5:00 PM Out of Office

May 12, 2023 Friday

9:00 AM - 9:30 AM Government Relations Bureau Check-In
12:00 PM - 5:00 PM Flex Time

May 15, 2023 Monday

9:30 AM - 10:30 AM Administration Programmatic Assessment Meeting #4
10:30 AM - 5:00 PM Out of Office

May 16, 2023 Tuesday

11:00 AM - 11:50 AM FPDR Strategic Plan Bi-Weekly Huddle
1:00 PM - 2:00 PM Staff Meeting
4:00 PM - 4:30 PM Directors Check-in

May 17, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
10:30 AM - 11:30 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting
2:00 PM - 2:30 PM Keith Hathorne - BHR

May 18, 2023 Thursday

10:00 AM - 11:30 AM Pregame x FPDR: All Staff Workshop - Goal Breakdown
11:45 AM - 12:00 PM Staff Meeting
12:30 PM - 1:00 PM Staff Meeting
1:30 PM - 2:00 PM Staff Meeting
4:14 PM - 4:44 PM Catherine MacLeod - Trustee

May 19, 2023 Friday

8:30 AM - 12:30 PM May Pension Workshop
9:00 AM - 9:30 AM Government Relations Bureau Check-In
12:30 PM - 5:00 PM Flex Time

May 22, 2023 Monday

All Day Out of Office
1:00 PM - 2:00 PM Staff Meeting

May 23, 2023 Tuesday

9:00 AM - 9:30 AM Staff Meeting
10:00 AM - 11:00 AM Staff Meeting
1:00 PM - 3:00 PM FPDR Board of Trustees Meeting

May 24, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
10:30 AM - 11:15 AM FPDR/ Security Discussion - Manny Guerra
12:30 PM - 1:00 PM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting
3:00 PM - 3:30 PM Keith Hathorne - BHR

May 25, 2023 Thursday

9:00 AM - 10:00 AM Pregame x FPDR: Stakeholder Input Synthesis Briefing for FPDR Staff
11:30 AM - 1:00 PM Bureau Director Meetings
3:00 PM - 4:00 PM Charter Employee Town Hall
4:00 PM - 4:30 PM Directors Check-in

May 26, 2023 Friday

7:30 AM - 11:30 AM Out of Office
9:00 AM - 9:30 AM Government Relations Bureau Check-In
11:30 AM - 4:30 PM Flex Time

May 29, 2023 Monday

All Day Memorial Day

May 30, 2023 Tuesday

9:30 AM - 10:00 AM Staff Meeting
10:00 AM - 10:30 AM Staff Meeting
11:00 AM - 12:00 PM Staff Meeting
1:00 PM - 1:30 PM Staff Meeting
1:30 PM - 2:00 PM Staff Meeting
3:30 PM - 5:00 PM Out of Office

May 31, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
12:30 PM - 1:00 PM FPDR Strategic Plan Check in (Sam x Lisa x Ciara)
1:00 PM - 2:00 PM Staff Meeting



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FPDR Director's Calendar June 2023

June 1, 2023 Thursday

10:00 AM - 12:30 PM Litigation Review
1:00 PM - 2:00 PM Keith Hathorne - HRBP

June 2, 2023 Friday

9:30 AM - 10:00 AM Government Relations Bureau Check-In
11:30 AM - 4:30 PM Flex Time

June 5, 2023 Monday

10:00 AM - 11:00 AM Administration Programmatic Assessment Meeting #5
11:00 AM - 12:00 PM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting
2:00 PM - 2:30 PM Staff Meeting

June 6, 2023 Tuesday

11:00 AM - 12:00 PM FPDR Strategic Plan Project Weekly Huddle

June 7, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
10:30 AM - 11:00 AM Keith Hathorne - HRBP
1:00 PM - 2:00 PM Staff Meeting
2:00 PM - 3:00 PM Staff Meeting

June 8, 2023 Thursday

9:00 AM - 4:00 PM City Organization Retreat

June 9, 2023 Friday

7:30 AM - 11:30 AM Out of Office
11:30 AM - 4:30 PM Flex Time

June 12, 2023 Monday

10:30 AM - 11:30 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting

June 13, 2023 Tuesday

4:00 PM - 4:30 PM Directors Check-in

June 14, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting

June 15, 2023 Thursday

4:00 PM - 4:30 PM Directors Check-in

June 16, 2023 Friday

9:00 AM - 9:30 AM Government Relations Bureau Check-In

11:30 AM - 4:30 PM Flex Time

June 19, 2023 Monday

All Day Juneteenth

June 20, 2023 Tuesday

7:30 AM - 1:00 PM Out of Office

June 21, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting

1:00 PM - 2:00 PM Staff Meeting

June 22, 2023 Thursday

10:00 AM - 11:15 AM FPDR Strategic Plan Project Weekly Huddle

12:30 PM - 1:00 PM Bureau Director Meetings

1:00 PM - 5:00 PM Organizational development design charette

June 23, 2023 Friday

9:30 AM - 10:00 AM Government Relations Bureau Check-In

11:00 AM - 11:30 AM Procurement

11:30 AM - 4:30 PM Flex Time

June 26, 2023 Monday

All Day Out of Office

June 27, 2023 Tuesday

All Day Out of Office

June 28, 2023 Wednesday

All Day Out of Office

June 29, 2023 Thursday

All Day Out of Office

June 30, 2023 Friday

All Day Out of Office



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FPDR Director's Calendar July 2023

June 26, 2023 Monday

All Day Out of Office

June 27, 2023 Tuesday

All Day Out of Office

June 28, 2023 Wednesday

All Day Out of Office

June 29, 2023 Thursday

All Day Out of Office

June 30, 2023 Friday

All Day Out of Office

July 3, 2023 Monday

All Day Out of Office

July 4, 2023 Tuesday

All Day Independence Day

July 5, 2023 Wednesday

7:30 AM - 1:00 PM Out of Office

1:00 PM - 2:00 PM Staff Meeting

2:00 PM - 2:30 PM Staff Meeting

July 6, 2023 Thursday

10:00 AM - 12:30 PM Litigation Review

2:30 PM - 3:00 PM Paul Stewart, Facilities

4:00 PM - 4:30 PM Directors Check-in

July 7, 2023 Friday

11:30 AM - 4:30 PM Flex Time

July 10, 2023 Monday

10:00 AM - 10:30 AM Sarah Boone, Retirement

11:00 AM - 1:00 PM Admin Service Delivery Transition

1:00 PM - 2:00 PM Staff Meeting

July 11, 2023 Tuesday

10:30 AM - 11:30 AM Staff Meeting
4:00 PM - 4:30 PM Directors Check-in

July 12, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting

July 13, 2023 Thursday

11:30 AM - 1:00 PM Bureau Directors meeting
4:00 PM - 4:30 PM Directors Check-in

July 14, 2023 Friday

11:30 AM - 4:30 PM Flex Time

July 17, 2023 Monday

1:00 PM - 2:00 PM Staff Meeting
2:00 PM - 5:00 PM Out of Office

July 18, 2023 Tuesday

4:00 PM - 4:30 PM Directors Check-in

July 19, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting

July 20, 2023 Thursday

8:30 AM - 12:30 PM City Organization Workshop #2
1:30 PM - 2:00 PM Mike Jordan Check-in (Quarterly)
2:00 PM - 2:30 PM Staff Meeting
4:00 PM - 4:30 PM Directors Check-in

July 21, 2023 Friday

10:00 AM - 11:00 AM FPDR Annual Calibration
11:30 AM - 4:30 PM Flex Time

July 24, 2023 Monday

10:00 AM - 10:30 AM Keith Hathorne - BHR
1:00 PM - 2:00 PM Staff Meeting
2:30 PM - 4:30 PM Admin Service Delivery Transition

July 25, 2023 Tuesday

1:00 PM - 1:30 PM FPDR Board of Trustees Meeting

July 26, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting

July 27, 2023 Thursday

10:00 AM - 10:30 AM Keith Hathorne - BHR
11:30 AM - 1:00 PM Portland ELT Panel: "Centering Equity through Organizational Change"
3:30 PM - 4:30 PM Staff Meeting

July 28, 2023 Friday

11:00 AM - 11:30 AM Christi Vermillion - Hyphn

11:30 AM - 4:30 PM Flex Time

July 31, 2023 Monday

11:00 AM - 11:30 AM Judith Mowry, Office of Equity and Human Rights

11:30 AM - 12:00 PM Grace Zarpak, Commissioners Gonzalez's Office

1:00 PM - 2:00 PM Staff Meeting



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FPDR Director's Calendar August 2023

August 1, 2023 Tuesday

4:00 PM - 4:30 PM Directors Check-in

August 2, 2023 Wednesday

9:00 AM - 12:00 PM City Council

1:00 PM - 2:00 PM Staff Meeting

2:30 PM - 3:00 PM Staff Meeting

August 3, 2023 Thursday

11:30 AM - 1:00 PM Bureau Directors Monthly Meeting

2:00 PM - 3:00 PM Admin Service Delivery Transition Meeting

August 4, 2023 Friday

11:30 AM - 4:30 PM Flex Time

August 7, 2023 Monday

1:00 PM - 2:00 PM Staff Meeting

August 8, 2023 Tuesday

All Day No Meetings

August 9, 2023 Wednesday

9:00 AM - 10:30 AM Staff Meeting

12:00 PM - 5:00 PM Out of Office

August 10, 2023 Thursday

9:00 AM - 10:00 AM Staff Meeting

2:00 PM - 4:30 PM Litigation Review Meetings

August 11, 2023 Friday

7:30 AM - 11:30 AM Out of Office

11:30 AM - 5:00 PM Flex Time

August 14, 2023 Monday

10:30 AM - 11:30 AM Staff Meeting

1:00 PM - 2:00 PM Staff Meeting

3:00 PM - 3:30 PM Code & Charter Match - Bureau Reps. Monthly Check in

August 15, 2023 Tuesday

11:30 AM - 1:00 PM Portland ELT Panel: "Understanding Deputy Administrator Roles and Responsibilities"

4:00 PM - 4:30 PM Directors Check-in

August 16, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting

1:00 PM - 2:00 PM Staff Meeting

3:00 PM - 3:30 PM Staff Meeting

August 17, 2023 Thursday

9:30 AM - 4:30 PM City Organization Retreat

August 18, 2023 Friday

10:00 AM - 11:00 AM Managers

11:30 AM - 4:30 PM Flex Time

August 21, 2023 Monday

10:30 AM - 11:30 AM Staff Meeting

August 23, 2023 Wednesday

9:30 AM - 10:15 AM Staff Meeting

10:30 AM - 11:30 AM All Bureau Meeting

1:00 PM - 2:00 PM Staff Meeting

August 24, 2023 Thursday

11:30 AM - 1:00 PM Bureau Director Meetings

August 25, 2023 Friday

11:30 AM - 4:30 PM Flex Time

August 28, 2023 Monday

10:30 AM - 11:30 AM Staff Meeting

1:00 PM - 2:00 PM Staff Meeting

August 29, 2023 Tuesday

4:00 PM - 4:30 PM Directors Check-in

August 30, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting

1:00 PM - 2:00 PM Staff Meeting

August 31, 2023 Thursday

4:00 PM - 4:30 PM Directors Check-in



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FPDR Director's Calendar September 2023

September 1, 2023 Friday

11:30 AM - 4:30 PM Out of Office

September 4, 2023 Monday

10:30 AM - 11:30 AM Staff Meeting

1:00 PM - 2:00 PM Staff Meeting

September 5, 2023 Tuesday

4:00 PM - 4:30 PM Directors Check-in

September 6, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting

1:00 PM - 2:00 PM Staff Meeting

September 7, 2023 Thursday

11:30 AM - 1:00 PM Bureau Directors Monthly Meeting

4:00 PM - 4:30 PM Directors Check-in

September 8, 2023 Friday

11:30 AM - 4:30 PM Out of Office

September 11, 2023 Monday

10:00 AM - 11:00 AM SF Performance Reviews Steering Committee Meeting

11:00 AM - 12:00 PM Staff Meeting

September 12, 2023 Tuesday

1:00 PM - 2:00 PM Staff Meeting

September 13, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting

10:30 AM - 11:30 AM All Bureau Meeting

1:00 PM - 2:00 PM Staff Meeting

2:00 PM - 4:30 PM Litigation Review

September 14, 2023 Thursday

11:30 AM - 12:30 PM Bureau Directors meeting

September 15, 2023 Friday

11:30 AM - 4:30 PM Out of Office

September 18, 2023 Monday

9:00 AM - 10:00 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting
4:00 PM - 5:00 PM Bureau Chiefs and Commissioner Gonzalez

September 19, 2023 Tuesday

All Day No Meetings

September 20, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
10:30 AM - 11:30 AM State of FPDR Run-through - Staff
1:00 PM - 2:00 PM Staff Meeting

September 21, 2023 Thursday

9:00 AM - 10:00 AM Employee Town Hall on City Transition

September 22, 2023 Friday

7:30 AM - 11:30 AM Out of Office
11:30 AM - 4:30 PM Flex Time

September 25, 2023 Monday

10:30 AM - 11:30 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting
2:30 PM - 3:30 PM Keith Hathorne HRBP

September 26, 2023 Tuesday

1:00 PM - 4:00 PM FPDR Board of Trustees Meeting

September 27, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting

September 28, 2023 Thursday

All Day Out of Office

September 29, 2023 Friday

All Day Out of Office



FIRE AND POLICE DISABILITY AND RETIREMENT City of Portland, Oregon



1800 SW First Ave., Suite 250, Portland, OR 97201 · (503) 823-6823 · Fax: (503) 823-5166

Samuel Hutchison, Director

fpdr@portlandoregon.gov

FPDR Director's Calendar October 2023

October 2, 2023 Monday

8:30 AM - 9:00 AM Staff Meeting
9:30 AM - 10:00 AM Haley Blonsley - Mayor's Office
10:30 AM - 11:30 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting
3:00 PM - 5:00 PM Out of Office

October 3, 2023 Tuesday

4:00 PM - 5:00 PM Bureau Directors Meeting -- MS Teams; & room 1501 TPB

October 4, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
10:30 AM - 11:30 AM Staff Meeting
2:30 PM - 3:00 PM Commissioner Gonzalez's Staff

October 5, 2023 Thursday

10:30 AM - 11:00 AM Staff Meeting

October 6, 2023 Friday

7:30 AM - 11:30 AM Out of Office
11:30 AM - 4:30 PM Flex Time

October 9, 2023 Monday

10:30 AM - 11:30 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting

October 10, 2023 Tuesday

8:00 AM - 5:00 PM Northwest Public Employees Diversity Conference

October 11, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
10:30 AM - 11:30 AM FPDR Mangers
11:30 AM - 12:00 PM Staff Meeting
1:30 PM - 2:00 PM Kaci Spurlock - Procurement

October 12, 2023 Thursday

1:30 PM - 2:00 PM Staff Meeting

October 13, 2023 Friday

7:30 AM - 11:30 AM Out of Office
11:30 AM - 4:30 PM Flex Time

October 16, 2023 Monday

10:00 AM - 10:30 AM Martine Lopez - Janitorial Contract
10:30 AM - 11:30 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting
2:30 PM - 3:00 PM Code & Charter Match - Bureau Reps. Monthly Check in

October 17, 2023 Tuesday

11:00 AM - 11:30 AM Staff Meeting
4:00 PM - 4:30 PM Directors Check-in

October 18, 2023

Wednesday

8:30 AM - 9:30 AM November Retirement Workshop -- Microsoft Teams Meeting
1:00 PM - 2:00 PM Staff Meeting
3:00 PM - 4:00 PM Staff Meeting

October 19, 2023 Thursday

All Day No Meetings

October 20, 2023 Friday

7:30 AM - 11:30 AM Out of Office
11:30 AM - 4:30 PM Flex Time

October 23, 2023 Monday

10:00 AM - 11:00 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting

October 24, 2023 Tuesday

9:30 AM - 10:00 AM Michael Jordan - CAO
10:00 AM - 11:00 AM Staff Meeting
11:30 AM - 12:00 PM Staff Meeting
1:00 PM - 5:00 PM FPDR Board of Trustees Meeting

October 25, 2023 Wednesday

9:30 AM - 10:30 AM City Council Meeting
1:00 PM - 2:00 PM Staff Meeting
2:00 PM - 3:00 PM City Attorney's Office

October 26, 2023 Thursday

11:30 AM - 1:00 PM Bureau Director Meetings

October 27, 2023 Friday

11:30 AM - 4:30 PM Flex Time

October 30, 2023 Monday

10:30 AM - 11:30 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting

October 31, 2023 Tuesday

12:00 PM - 5:00 PM Flex Time



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FPDR Director's Calendar November 2023

November 1, 2023 Wednesday

1:00 PM - 2:00 PM Staff Meeting
2:30 PM - 3:00 PM Staff Meeting
3:00 PM - 4:00 PM Staff Meeting
4:15 PM - 4:45 PM Staff Meeting

November 2, 2023 Thursday

10:00 AM - 12:30 PM Litigation Review

November 3, 2023 Friday

7:30 AM - 4:30 PM SBH 22nd Annual Oregon Workshop -- Webinar

November 6, 2023 Monday

10:30 AM - 11:30 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting
2:00 PM - 3:00 PM Keith Hathorne - HRBP

November 7, 2023 Tuesday

10:00 AM - 11:00 AM Managers Meeting
1:30 PM - 2:30 PM Nick Coffee - Commissioner Gonzalez's office

November 8, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting

November 10, 2023 Friday

All Day Veterans Day

November 13, 2023 Monday

10:00 AM - 11:00 AM SF Performance Reviews Steering Committee Meeting
11:00 AM - 12:00 PM Staff Meeting
1:00 PM - 2:00 PM Staff Meeting
2:00 PM - 2:30 PM Keith Hathorne - BHR
3:00 PM - 3:30 PM Staff Meeting
4:30 PM - 5:00 PM Catherine MacLeod - Trustee

November 14, 2023 Tuesday

10:00 AM - 11:00 AM Staff Meeting
1:00 PM - 3:30 PM FPDR Board of Trustees Meeting

November 15, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting

10:30 AM - 11:30 AM All Bureau Meeting

November 16, 2023 Thursday

All Day

No Meetings

November 17, 2023 Friday

11:30 AM - 4:30 PM Flex Time

November 20, 2023 Monday

All Day

Out of Office

November 21, 2023 Tuesday

All Day

Out of Office

November 22, 2023 Wednesday

All Day

Out of Office

November 23, 2023 Thursday

All Day

Thanksgiving

November 24, 2023 Friday

All Day

Thanksgiving

November 27, 2023 Monday

8:00 AM - 1:00 PM Out of Office

1:00 PM - 2:00 PM Staff Meeting

November 28, 2023 Tuesday

All Day

No Meetings

November 29, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting

10:30 AM - 11:30 AM Staff Meeting

November 30, 2023 Thursday

All Day

No Meetings



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Samuel Hutchison, Director

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FPDR Director's Calendar December 2023

December 1, 2023 Friday

11:30 AM - 4:30 PM Flex Time

December 4, 2023 Monday

10:30 AM - 11:30 AM Staff Meeting

1:00 PM - 2:00 PM Staff Meeting

December 5, 2023 Tuesday

2:00 PM - 3:30 PM FPDR Holiday Party

4:00 PM - 4:30 PM Directors Check-in

December 6, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting

11:00 AM - 12:00 PM BillTracker Training (Use this one)

12:30 PM - 5:00 PM Out of Office

December 7, 2023 Thursday

10:00 AM - 12:30 PM Litigation Review

2:00 PM - 3:00 PM Staff Meeting

3:00 PM - 3:30 PM Staff Meeting

4:00 PM - 4:30 PM Directors Check-in

December 8, 2023 Friday

All Day Out of Office

December 11, 2023 Monday

1:00 PM - 2:00 PM Staff Meeting

December 12, 2023 Tuesday

10:00 AM - 11:30 AM BTS TTX (Vital Records)

December 13, 2023 Wednesday

9:00 AM - 10:00 AM Staff Meeting

3:00 PM - 5:00 PM Out of Office

December 14, 2023 Thursday

11:30 AM - 1:00 PM Bureau Directors meeting

December 15, 2023 Friday

11:30 AM - 4:30 PM Flex Time

December 18, 2023 Monday

All Day Out of Office

December 19, 2023 Tuesday

All Day Out of Office

1:00 PM - 2:00 PM FPDR Board of Trustees Special Meeting

December 20, 2023 Wednesday

All Day Out of Office

December 21, 2023 Thursday

All Day Out of Office

December 22, 2023 Friday

All Day Out of Office

December 25, 2023 Monday

All Day Christmas

December 27, 2023 Wednesday

All Day Out of Office

December 29, 2023 Friday

11:30 AM - 4:30 PM Flex Time