

Regional Coordinator Monthly Report submitted by Micah Myers

1. Major Topics/Issues/Activities.

- a. **Grants Management.** ECN Grants Workgroup call on August 26th to learn about the NG911 Grant's statewide GIS and Call Handling Equipment projects. Updated the Infrastructure request spreadsheet and added additional items to align grant request with ECN programs.
 - Big Stone County CRAE project – Awarded \$11,653.07 (SECB 2018 – 2019)
 - Regional Training/Planning – Awarded \$25,000.00 (SECB 2018 – 2019)
 - Wilkin County GIS – Awarded \$26,880.00 (SECB 2018 – 2019)
 - Traverse County GIS – Awarded \$22,525.00 (SECB 2018 – 2019)
 - Stearns County Sartell School BDA – Awarded \$23,632.70 (SECB 2018 – 2019)
 - Stearns County Albany School BDA – Applied \$12,444.42
 - City of St Cloud School BDA – Awarded \$19,330.86 (SECB 2018 – 2019)
 - Grant County School BDA – Budgeting
 - Otter Tail County ASR Site – Budgeting (**See also GRANT ACTIVITY table on Page #4**)
- b. **Equipment Management:**
 - CM Genesis: Test Genesis after upgrade.
 - CM Logger: Coordinate the logger upgrade.
- c. **Project Management:** Continued work with ECN on a potential CAD to CAD assessment project. CAD Workgroup meeting management. Continue to add statewide information to the website. Modified and fixed calendars for Northeast Region. Uploaded agenda for Northeast Region. Provided website access to two Northeast Region personnel. Provided over-the-phone website instruction to one Northeast Region personnel. Created an Analyzer survey for the O&O Committee. Added a Technical Support Request form to pages. Worked with CivicPlus on a technical error in a calendar.
- d. **State Committee Meetings:** Attend SECB and Wireless Broadband & Applications meetings (No Charge).
- e. **Meeting Prep:** Processed membership appointment forms. Working with Committee chairs on agenda materials for the MNECB website. Created monthly Doodle Poll for RAC Committee. Completed Attendance Standard spreadsheet.
- f. **Regional Summit:** There was no interest from end-users when the Owners & Operators/User Committee discussed the concept for an end-user conference in 2017.

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g. System Administration:

- CM Logger: Conference call to discuss upgrade. Correspondence with Wilkin County.
- Genesis: Test Genesis after upgrade.
- Assist Wadena County with Provisioning Manager updates.
- Assist Grant County with subscriber programming issue.

2. Board Action.

July 31, 2019:

- Board approved the 2020 CMESB Budget.
- Board made a motion to draft a letter to Motorola regarding the inter-zone patching issue and get the Board's signatures on the letter.
- Board approved Owners & Operators Committee request to adopt the 2020 Training Roadmap with the requested flexibility for the classes offered next year.
- Board approved Owners & Operators Committee request to accept the contract with Dave Theis for technical consulting as part of the Regional Coordinator Contract.
- Board approved Logger Committee request to move forward with the upgrade with each member agency paying an additional ~\$4,000 in 2019/2020 to keep a \$20,000 reserve.

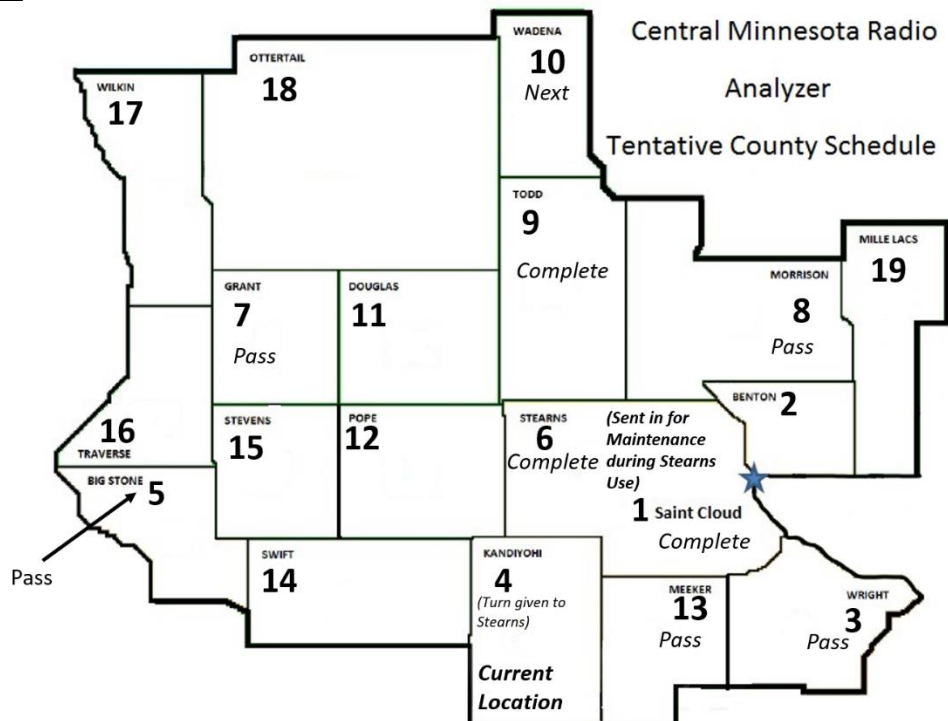
3. Major Expenditures.

4. Intergovernmental, Board, Committee, Commission Activities.

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EQUIPMENT ACTIVITY	Activity	Detail
STR (Mobile Tower)	Available	Contact Douglas County Sheriff's Office to request 320-762-8151
CM Radio Cache (XTS 1500 – qty 30)	Available	Contact Douglas County Sheriff's Office to request 320-762-8151
CM Radio Cache (APX 7000 – qty 8)	Available	Contact Douglas County Sheriff's Office to request 320-762-8151; encryption capable.
EQUIPMENT STATUS		
Genesis	Available	Contact Brandon Larson to request system reports 320-650-3304. Request must be from or approved by the Local System Administrator.
Analyzer	Available	Currently with Todd County
CM Logger	Online	
OTHER ACTIVITY:		

ANALYZER MAP:





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GRANT ACTIVITY	Allocation	Total Submitted	Remaining
2019 SECB Activity: (7/1/18 -12/31/19)			
Training/Planning	\$25,000.00	\$0.00	\$25,000.00
Traverse County GIS	\$22,525.00	\$0.00	\$22,525.00
Wilkin County GIS	\$26,880.00	\$26,880.00	\$0.00
Big Stone County CRAE - Ortonville	\$11,653.07	\$0.00	\$11,653.07
City of St. Cloud Tech High School BDA	\$19,330.86	\$0.00	\$19,330.86
Stearns County Sartell High School BDA	\$23,632.70	\$0.00	\$23,632.70
2018 SHSP Activity: (1/1/19 – 12/1/19)			
Training/Exercises	\$32,173.71	\$19,625.13	\$12,548.58
IMPORTANT GRANT DATES			
Grant	Deadline	Submit	
SHSP Grant Applications Due (Round #1)	December	Vendor Quote/GIS Letter	
SHSP Proof of Progress Due	July 1 st	Correspondence/Minutes	
SHSP Turn Back Funds Evaluated (Round #2)	August (tentative)	Vendor Quote/GIS Letter	
SECB Grant Applications Due (Round #1)	December/July	Vendor Quote/GIS Letter	
SECB Proof of Progress Due	March 1 st	Correspondence/Minutes	
SECB Turn Back Funds Evaluated (Round #2)	March (tentative)	Vendor Quote/GIS Letter	
Equipment Serial #'s for Grant Equipment Logs	By Grant End Date	Vendor Packing Slips	



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UPCOMING EVENTS	Location	Date	Time
August 2019			
September 2019			
All Hazards Incident Dispatcher – 2-day Workshop	St. Cloud Police Department	September 4-5 th	9:00 a.m. – 4:00 p.m.
October 2019			
LMR Encryption Training Webinars	View On-line	October 2 & 14	2:00 p.m. – 3:00 p.m.
REFRESHER: ARMER Radio Trainer	Otter Tail County Operations Center	October 15	9:00 a.m. – 5:00 p.m.
Search and Rescue Incident Management	Kandiyohi County EOC	October 24	8:30 a.m. – 4:30 p.m.
Regional Leadership Meeting	St. Cloud MnDOT	October 28	10:00 a.m – 3:00 p.m.

SAVE THESE 2019 DATES!

**Regional Leadership Group Meetings:
Monday, October 28, 2019 @ MnDOT St. Cloud Training Center**

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WEBSITE ACTIVITY:

WEBSITE: MINNESOTA EM... FROM 2019-08-01 TO 2019-08-31 ALL VISITS DASHBOARD

Overview

REFERRER TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE
Direct Entry	1,527	4,802	3.1	3 min 23s	57%
Search Engines	118	453	3.8	2 min 37s	41%
Websites	11	47	4.3	4 min 36s	73%

Visitor Browser

BROWSER	VISITS
Chrome	660
Internet Explorer	478
Firefox	151
Mobile Safari	124
Chrome Mobile	69

Device type

TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE	CONV
Desktop	1,389	4,634	3.3	3 min 36s	54%	
Smartphone	180	264	1.5	1 min 22s	74%	
Tablet	64	206	3.2	3 min 47s	48%	
Unknown	23	198	8.6	2 min 23s	61%	

Visitor Map

1.7k visits

Returning Visits Over Time

Visitor Location (City)

CITY	VISITS
Unknown	847
Raleigh, North Carolina, United States	130
Saint Paul, Minnesota, United States	85
Minneapolis, Minnesota, United States	70
Chicago, Illinois, United States	35
New London, Minnesota, United States	31
Farmington, Minnesota, United States	29
Fergus Falls, Minnesota, United States	28
Cheyenne, Wyoming, United States	27
Saint Cloud, Minnesota, United States	25
Fargo, North Dakota, United States	20

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WEBSITE ACTIVITY:

MOST VISITED SITES:

	Page Name	Page Views	Unique Page Views	Avg. Time
1	Minnesota Emergency Communications Boards	1,421	597	0:01:11
2	Minnesota Emergency Communications Boards Official Website	643	348	0:00:55
3	Minnesota Emergency Communications Boards	135	78	0:00:21
4	Central Region Boards & Committees Minnesota Emergency Communications Boards	114	77	0:00:08
5	Next Generation 9-1-1 Committee (NG911) Minnesota Emergency Communications Boards	85	57	0:01:37
6	Minnesota Land Mobile Radio Conventional Interoperability Plan Minnesota Emergency Communications Boards	74	46	0:02:53
7	Central Region Minnesota Emergency Communications Boards	42	36	0:00:17
8	Regional Advisory Committee (RAC) Minnesota Emergency Communications Boards	46	31	0:00:52
9	Regional Advisory Committee (RAC) Meeting Quorum Minnesota Emergency Communications Boards	35	29	0:00:38
10	Documents & Resources Minnesota Emergency Communications Boards	45	25	0:00:46

MOST POPULAR DOWNLOADED FILES:

	Document Name	Unique Downloads	Downloads
1	www.cmnradio.org/Document/View/985/Alex Tech Campus Map	125	310
2	www.mnecb.org/DocumentCenter/Document/View/198/Next Generation 911 GIS Project and Text to 911 (PDF)	15	25
3	mnecb.org/DocumentCenter/Document/792/Regional Access Form (Doc)	13	15
4	mnecb.org/DocumentCenter/Document/View/1691/ Read Email from SWIC Stromberg regarding 2019 MN LMR Conventional Interoperability Plan	13	14
5	mnecb.org/DocumentCenter/Document/View/1689/ Review 2019 MN Land Mobile Radio Conventional Interoperability Plan	12	14
6	mnecb.org/DocumentCenter/Document/View/1734/Training Bulletin - ARMER System Inter-Zone Patching - 08.15.19	11	14
7	mnecb.org/DocumentCenter/View/1725/CAD-to-CAD Vendor Questions	10	10
8	mnecb.org/DocumentCenter/Document/View/1333/MESB CAD-to-CAD Interoperability Feasibility Report and Recommendations	9	13
9	www.mnecb.org/DocumentCenter/Document/1004/TCPP Save-the-Date	9	9
10	www.mnecb.org/DocumentCenter/Document/View/1319/DHS OEC FY2019 TA/SCIP Guide Highlights and Offerings	8	9

Division Categories Report

See selection Criteria on Last page

	<u>Reg Hours Charged</u>	<u>OT Hours Charged</u>	<u>OT Hours Worked*</u>
Dammann, Becky			
ESB75-751-Cler Gen Adm	2.50		
Dammann, Becky	<u>2.50</u>		
Gieseke, Shari			
ESB70-700-Grant Admin	8.25	0.75	0.75
ESB71-710-Web General Admin	10.25		
ESB71-711-Web Support Technical	0.25		
ESB71-713-Website Design/Development	1.00		
ESB71-716-Web Support Logger	0.25		
ESB71-718-Web Gen Adm Non-Region	6.00	0.25	0.25
ESB75-751-Cler Gen Adm	17.00		
ESB75-752-Cler Gen Adm EMAC	0.25		
ESB75-754-Cler Finance	0.25		
ESB76-763-Prj Mgt NG911	8.75		
ESB77-771-Mtg Prep	6.25		
ESB77-774-Mtg Min	38.75	0.50	0.50
ESB77-775-Mtg Min Logger	2.25		
Gieseke, Shari	<u>99.50</u>	<u>1.50</u>	<u>1.50</u>
Larson, Brandon			
ESB73-731-System Admin	2.00		
ESB73-734-System Admin Genesis	0.75		
ESB73-736-System Admin Logger	2.25		
ESB75-751-Cler Gen Adm	0.50		
Larson, Brandon	<u>5.50</u>		
Myers, Micah			
ESB73-731-System Admin	1.00		
ESB76-761-Prj Mgt General	1.50		
ESB76-764-Prj Mgt Training	4.00		
ESB77-771-Mtg Prep	2.00		
ESB77-772-Mtg Prep Logger	1.50		
Myers, Micah	<u>10.00</u>		
Grand Total:	<u>117.50</u>	<u>1.50</u>	<u>1.50</u>

Information Technology

From 8/1/2019 To 8/31/2019-Uses actual work date

ESB70-700 -Grant Admin, ESB70-702 -Grant Admin EMAC, ESB71-710 -Web General Admin, ESB71-711 -Web Support Technical, ESB71-712 -Web Support End User, ESB71-713 -Website Design/Development, ESB71-714 -Web Training, ESB71-715 -Web Content Development, ESB71-716 -Web Support Logger, ESB71-717 -Web Support EMAC, ESB71-718 -Web Gen Adm Non-Region, ESB73-731 -System Admin, ESB73-732 -System Admin Interop Map, ESB73-733 -System Admin Talkgroups, ESB73-734 -System Admin Genesis, ESB73-736 -System Admin Logger, ESB74-741 -Equipment Mgt STR, ESB74-742 -Equipment Mgt Analyzer, ESB74-743 -Equipment Mgt, ESB74-744 -Equipment Mgt, ESB75-751 -Cler Gen Adm, ESB75-752 -Cler Gen Adm EMAC, ESB75-753 -Cler Gen Adm Logger, ESB75-754 -Cler Finance, ESB75-756 -Cler Finance Logger, ESB76-761 -Prj Mgt General, ESB76-762 -Prj Mgt Logger PM, ESB76-763 -Prj Mgt NG911, ESB76-764 -Prj Mgt Training , ESB77-771 -Mtg Prep, ESB77-772 -Mtg Prep Logger, ESB77-773 -Mtg Prep EMAC, ESB77-774 -Mtg Min, ESB77-775 -Mtg Min Logger, ESB78-781 -Regional Summit, ESB79-791 -State/Committee Mtgs

* OT hours worked vs OT hours charged: If an employee is called back after hours, they are to be paid a minimum of 2 hours. If an employee only works 1 hour, they would still get paid 2 hours. In this example, they would have 1 hours under OT hours worked but OT hours charged would show 2 hours.

*Amount paid could also include comp time earned. (Hours earned * payrate.) Where the hours were actually earned but may not have been paid out yet.