

Regional Coordinator Monthly Report submitted by Micah Myers

1. Major Topics/Issues/Activities.

- a. **Grants Management.** Central Region GIS Grant call with ECN and MnGeo on September 4th. ECN Grants Workgroup calls on September 18th and 19th to start discussing the NG911 Grant's statewide GIS and Call Handling Equipment projects. ECN Annual Grants Training on September 27th. Worked on getting GIS and CPE information from the counties for the NG911 Grant by creating spreadsheets, online surveys and communication with the counties. Created a GIS Standards information webpage for the NG911 Grant. Created Standard 7.2.1 out of attendance compliance memo packets for Swift and Traverse counties. 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 (**See also GRANT ACTIVITY table on Page #4**)
- b. **Equipment Management:**
- CM Analyzer: Transferred from Kandiyohi to Wadena
 - CM Logger: Work with vendor on upgrade.
- c. **Project Management:** CAD Workgroup meeting management. CAD to CAD assessment project was discontinued. Continue to add statewide information to the website. Added a Northeast Region training to the Training Calendar. Moved a RAC meeting calendar date for the Southeast Region. Created a step-by-step guide for the regions in the Calendar module. Created a GIS Standards information webpage for the NG911 Grant. Updated the ECN Grant Process page with ECN information from the Grants Training this month.
- d. **State Committee Meetings:** Attend Wireless Broadband & Applications (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. Created 2020 Meeting Schedules and reserved City Hall for the Emergency Services Board and Executive Committee meetings.
- 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:

- Assist MnDOT with attaining Ottertail System Admin contact info.
- CM Logger: Conference call regarding logger update, onsite for a portion of the upgrade.
- CM Logger: Assist Wilkin County with reviewing activity on a talkgroup.
- CM Logger: Correspondence sent to Wright County regarding their talkgroups.

2. Board Action.

September 25, 2019:

- Board passed a resolution regarding the State Emergency Communications Board request to have each of the regional communication boards pass a resolution stating they will continue to use the funds they have for maintenance of the STR equipment; and reporting annually.
- Board approved Executive Committee request to write a letter with our concerns on ECN actions, giving the Chair the ability to sign that letter, and that we are able to put it in the State Emergency Communications Board's agenda to have a discussion.
- Board approved Owners & Operators Committee request to send ECN the Central Region's recommendations for the Land Mobile Radio Conventional Interoperability Plan.
- Board approved Owners & Operators Committee request to modify the Technical Consulting workflow for the contract with Dave Theis for technical consulting as part of the Regional Coordinator Contract.
- Board approved NG911 Committee request to accept and apply for the NG911 Grant.
- Board approved their 2020 Meeting Schedule.

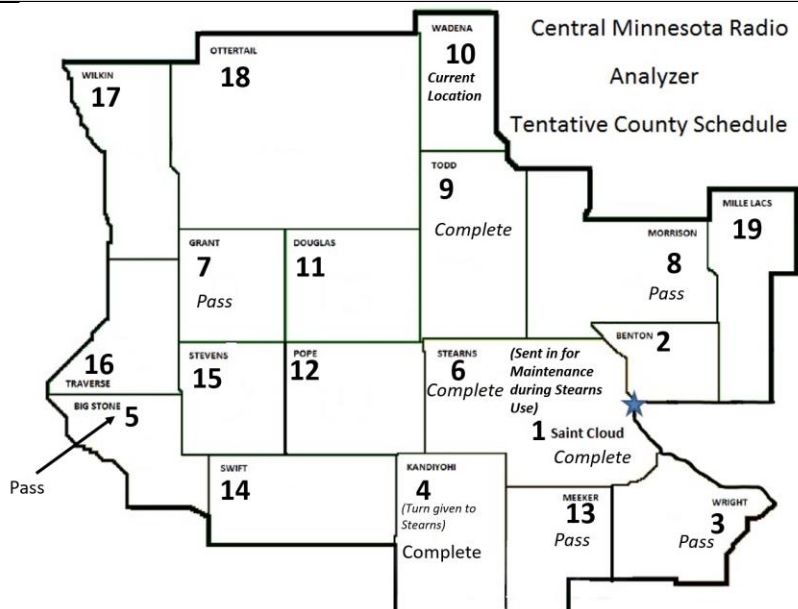
3. Major Expenditures.

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	\$19,330.86	\$0.00
Stearns County Sartell High School BDA	\$23,632.70	\$23,632.70	\$0.00
2018 SHSP Activity: (1/1/19 – 12/1/19)			
Training/Exercises	\$32,173.71	\$23,625.13	\$8,548.58
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
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.
November 2019			
ARMER Cybersecurity Tabletop Exercise	Stearns County EOC	November 6	9:00 a.m. – 1:00 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 2019-09-01 TO 2019-09-30 ALL VISITS DASHBOARD

Overview

REFERRER TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE
Direct Entry	1,912	5,370	2.8	5 min 9s	60%
Search Engines	173	559	3.2	2 min 14s	42%
Websites	45	112	2.5	1 min 26s	67%

Visitor Browser

BROWSER	VISITS
Chrome	735
Internet Explorer	531
Mobile Safari	217
Firefox	180
Chrome Mobile	136

Device type

TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE	CONV
Desktop	1,587	4,556	2.9	3 min 59s	58%	
Smartphone	419	947	2.3	7 min 57s	63%	
Tablet	89	350	3.9	5 min 21s	47%	
Unknown	35	188	5.4	4 min 52s	54%	

Visitor Map

2.1k visits

Returning Visits Over Time

Visitor Location (City)

CITY	VISITS
Unknown	1,046
Saint Paul, Minnesota, United States	154
Raleigh, North Carolina, United States	130
Minneapolis, Minnesota, United States	86
Chicago, Illinois, United States	57
Saint Cloud, Minnesota, United States	37
Fergus Falls, Minnesota, United States	33
Duluth, Minnesota, United States	32
Boardman, Oregon, United States	28
Farmington, Minnesota, United States	25
Ashburn, Virginia, United States	23

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WEBSITE ACTIVITY:

MOST VISITED SITES:

	Page Name	Page Views	Unique Page Views	Avg. Time
1	Minnesota Emergency Communications Boards	1,770	864	0:01:20
2	Minnesota Emergency Communications Boards Official Website	743	436	0:00:50
3	Central Region Boards & Committees Minnesota Emergency Communications Boards	96	75	0:00:09
4	Minnesota Emergency Communications Boards	116	69	0:00:33
5	Central Region Minnesota Emergency Communications Boards	50	41	0:00:39
6	Documents & Resources Minnesota Emergency Communications Boards	61	33	0:00:12
7	Choose Your Region for Boards & Committees Minnesota Emergency Communications Boards	39	32	0:00:11
8	Next Generation 9-1-1 Committee (NG911) Minnesota Emergency Communications Boards	37	32	0:01:44
9	Minnesota Land Mobile Radio Conventional Interoperability Plan Minnesota Emergency Communications Boards	36	29	0:06:28
10	Emergency Services Board (ESB) Minnesota Emergency Communications Boards	37	28	0:01:07

MOST POPULAR DOWNLOADED FILES:

	Document Name	Unique Downloads	Downloads
1	www.cmnradio.org/DocumentCenter/View/985/Alex Tech Campus Map	38	43
2	www.mnecb.org/DocumentCenter/View/873/Letterhead Example	20	21
3	mnecb.org/DocumentCenter/Document/792/Regional Access Form (Doc)	16	16
4	mnecb.org/DocumentCenter/Document/703/2019 RAC Membership List	15	24
5	mnecb.org/DocumentCenter/Document/View/1689/Review 2019 MN Land Mobile Radio Conventional Interoperability Plan	15	18
6	mnecb.org/DocumentCenter/View/547/Basic CASM Training - MN 2017	13	24
7	www.cmnradio.org/DocumentCenter/Document/199/ACU Module 2 (PDF)	13	21
8	www.mnecb.org/DocumentCenter/View/871/COOP Plan Template (Doc)	13	13
9	mnecb.org/DocumentCenter/Document/View/1734/Training Bulletin - ARMER System Inter-Zone Patching - 08.15.19	11	13
10	mnecb.org/DocumentCenter/Document/1766/ 2019 MN Cyber TTX Invite	11	13

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	13.00		
ESB77-771-Mtg Prep	1.25		
Dammann, Becky	14.25		
Gieseke, Shari			
ESB70-700-Grant Admin	23.50	1.00	1.00
ESB71-710-Web General Admin	7.75	0.50	0.50
ESB71-711-Web Support Technical		0.25	0.25
ESB71-715-Web Content Development	2.00		
ESB71-716-Web Support Logger	0.25		
ESB71-718-Web Gen Adm Non-Region	2.00		
ESB75-751-Cler Gen Adm	8.75	0.50	0.50
ESB75-753-Cler Gen Adm Logger	0.50		
ESB76-763-Prj Mgt NG911	1.75		
ESB77-771-Mtg Prep	17.75	0.50	0.50
ESB77-774-Mtg Min	49.25	5.00	5.00
Gieseke, Shari	113.50	7.75	7.75
Larson, Brandon			
ESB73-731-System Admin	0.25		
ESB73-736-System Admin Logger	2.50		
ESB75-751-Cler Gen Adm	0.25		
Larson, Brandon	3.00		
Myers, Micah			
ESB70-700-Grant Admin	6.50		
ESB76-761-Prj Mgt General	1.50		
ESB77-771-Mtg Prep	1.50		
Myers, Micah	9.50		
Neussendorfer, Andrew			
ESB73-736-System Admin Logger	46.00		
Neussendorfer, Andrew	46.00		
Grand Total:	186.25	7.75	7.75

Information Technology

From 9/1/2019 To 9/30/2019-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 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.