

Regional Coordinator Monthly Report **submitted by Micah Myers**

1. Major Topics/Issues/Activities.

a. **Grants Management.** Attended Regional Leadership Meeting in St. Cloud for grant discussion. Created an NG9-1-1 Grant GIS informative memo for Central Region PSAPs. Continued coordination for GIS and CPE information from the counties for the NG9-1-1 Grant by creating spreadsheets, online surveys and communication with the counties. Modified GIS Standards information webpage for the NG9-1-1 Grant. Created a News Flash for GIS information page updates. Worked with St. Cloud Schools, Sartell Schools, Big Stone and Traverse counties for grant paperwork and submitted 3rd quarter Progress Reports and FSRs for SECB and SHSP grants. Processed 2nd quarter SHSP grant checks for MN Public Safety Communications Conference and SECB grant check for Wilkin County's GIS project. Worked with Douglas County to get proof of payment for their STR purchase and submitted reimbursement check to Douglas County. Worked with Kandiyohi County to coordinate lunch reimbursement for October Search and Rescue Incident Management course and completed ECN's Food/Beverage form.

- 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: Currently at Wadena County.
- CM Logger: Work with vendor on upgrade.

c. **Project Management:** CAD to CAD assessment project was discontinued in September. Continue to add statewide information to the website. Modified GIS Standards information webpage for the NG9-1-1 Grant. Created a News Flash for GIS information page updates. Added two trainings to the Training Calendar for the Southeast Region at the beginning of the month and another training at the end of the month. Provided training on the Agenda Center to the Northeast Region regarding Media type and the differences between front-end and back-end use.

d. **State Committee Meetings:** Attend Wireless Broadband & Applications and workgroup meeting (No Charge). Attend LMR Committee meeting (No Charge). Attend STR Workgroup (No Charge). Attend SECB meeting (No Charge). Attend Regional Leadership Meeting.

e. **Meeting Prep:** Work with Committee chairs on agenda materials for the MNECB website. Created monthly Doodle Polls for RAC and NG911 Committees. Created an Activities lunch sign-up on MNECB for NG911 Committee November meeting. Completed Attendance Standard spreadsheet. Worked with Douglas County and Alexandria Fire Chief to set 2020 meeting locations.

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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.

g. **System Administration:**

- Assist Wadena County with Provisioning Manager updates.
- Assist Todd County with identifying Radio IDs.
- CM Logger: Onsite for a portion of the upgrade.
- CM Genesis: Attend in-person training.

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.

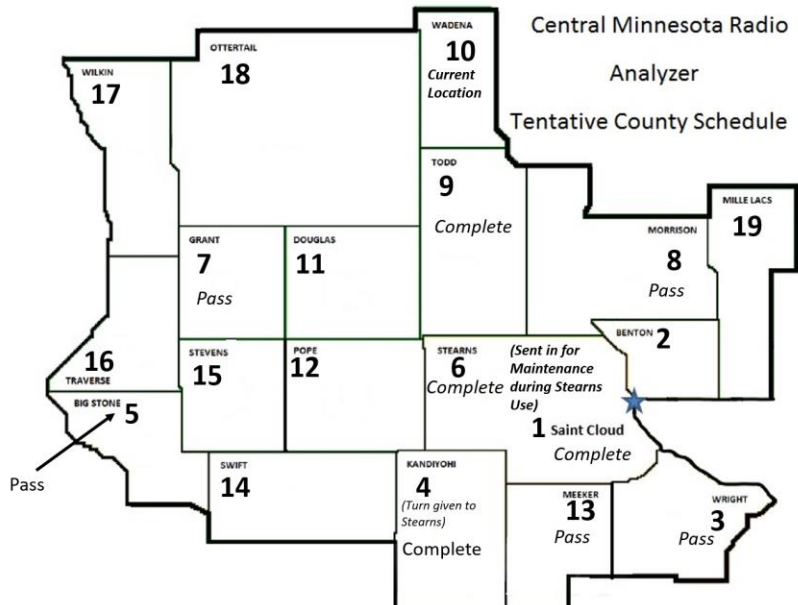
3. Major Expenditures.

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	\$16,664.38	\$5,860.62
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
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.
December 2019			
ARMER Radio Trainer – 2 Day Class	Little Falls Fire Department	December 2-3	9:00 a.m. – 5:00 p.m.
ICS 300 & 347 Courses in Stearns County	Sartell Community Center	December 10-12	8:00 a.m. – 5:00 p.m.
Search and Rescue Incident Management 2-Day Workshop	Kandiyohi County EOC	December 17-18	8:30 a.m. – 4:30 a.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... x FROM 2019-10-01 TO 2019-10-31 ALL VISITS DASHBOARD

Overview

REFERRER TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE
Direct Entry	1,695	4,266	2.5	3 min 46s	59%
Search Engines	196	689	3.5	2 min 44s	44%
Websites	26	45	1.7	12s	77%

Visitor Browser

BROWSER	VISITS
Chrome	757
Internet Explorer	360
Mobile Safari	191
Firefox	156
Chrome Mobile	133

1-5 of 15 NEXT

Related report: Browser version

Device type

TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE	CONVE
Desktop	1,429	4,049	2.8	3 min 19s	56%	
Smartphone	397	757	1.9	5 min 4s	60%	
Tablet	59	158	2.7	2 min 45s	58%	
Unknown	31	35	1.1	16s	90%	
Phablet	1	1	1	0s	100%	

Visitor Map

1.9k visits

World-Wide Visits

Returning Visits Over Time

Returning Visits (red line), Actions by Returning Visits (blue line)

Visitor Location (City)

CITY	VISITS
Unknown	997
Raleigh, North Carolina, United States	98
Saint Paul, Minnesota, United States	95
Minneapolis, Minnesota, United States	81
Saint Cloud, Minnesota, United States	37
Fergus Falls, Minnesota, United States	32
Farmington, Minnesota, United States	25
Rochester, Minnesota, United States	25
Duluth, Minnesota, United States	23
Chicago, Illinois, United States	21
New London, Minnesota, 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	1,492	729	0:00:59
2	Minnesota Emergency Communications Boards Official Website	503	329	0:00:57
3	Minnesota Emergency Communications Boards	124	80	0:00:36
4	Central Region Boards & Committees Minnesota Emergency Communications Boards	60	54	0:00:07
5	Central Region Minnesota Emergency Communications Boards	55	41	0:00:38
6	Regional Advisory Committee (RAC) Meeting Quorum Minnesota Emergency Communications Boards	41	35	0:01:00
7	GIS Standards Minnesota Emergency Communications Boards	54	32	0:02:25
8	Regional Advisory Committee (RAC) Minnesota Emergency Communications Boards	33	30	0:00:38
9	Training Minnesota Emergency Communications Boards	38	29	0:01:22
10	Next Generation 9-1-1 Committee (NG911) Minnesota Emergency Communications Boards	27	23	0:01:48

MOST POPULAR DOWNLOADED FILES:

	Document Name	Unique Downloads	Downloads
1	www.cmnradio.org/DocumentCenter/View/985/Alex Tech Campus Map	36	46
2	www.mnecb.org/DocumentCenter/View/871/COOP Plan Template (Doc)	14	14
3	www.mnecb.org/DocumentCenter/Document/View/1333/MESB CAD-to-CAD Interoperability Feasibility Report and Recommendations	13	13
4	mnecb.org/DocumentCenter/Document/View/1734/Training Bulletin - ARMER System Inter-Zone Patching - 08.15.19	10	11
5	www.cmnradio.org/DocumentCenter/Document/199/ ACU Module 2 (PDF)	10	14
6	www.mnecb.org/DocumentCenter/Document/1004/ TCPP Save-the-Date	10	10
7	www.mnecb.org/DocumentCenter/Document/View/1319/DHS OEC FY2019 TA/SCIP Guide Highlights and Offerings	10	10
8	mnecb.org/Document/View/179/2019 NG911 Meeting Schedule (PDF)	9	15
9	mnecb.org/DocumentCenter/Document/View/1796/12-10_Region_2_EOC_Functional_Exercise_Two_Harbors	9	10
10	www.mnecb.org/DocumentCenter/Document/View/197/MnDOT Overview - Summary and ARMER Status Update (PDF)	9	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			
ESB70-700-Grant Admin	6.50		
ESB75-751-Cler Gen Adm	8.00		
Dammann, Becky	14.50		
Gieseke, Shari			
ESB70-700-Grant Admin	19.75	0.25	0.25
ESB71-710-Web General Admin	7.50		
ESB71-717-Web Support EMAC	0.50		
ESB71-718-Web Gen Adm Non-Region	2.50		
ESB75-751-Cler Gen Adm	25.75	2.25	2.25
ESB75-752-Cler Gen Adm EMAC	0.25		
ESB77-771-Mtg Prep	9.25		
ESB77-774-Mtg Min	33.25	9.00	9.00
ESB77-775-Mtg Min Logger	2.25	1.00	1.00
Gieseke, Shari	101.00	12.50	12.50
Larson, Brandon			
ESB73-731-System Admin	1.00		
ESB73-734-System Admin Genesis	3.75		
ESB76-762-Prj Mgt Logger PM	7.50		
Larson, Brandon	12.25		
Myers, Micah			
ESB70-700-Grant Admin	13.00		
ESB76-761-Prj Mgt General	5.00		
Myers, Micah	18.00		
Grand Total:	145.75	12.50	12.50

Information Technology

From 10/1/2019 To 10/31/2019-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 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.