

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

1. Major Topics/Issues/Activities.

a. **Grants Management.** Submitted Central Region's CPE grant application for the counties on November 8th. ECN Grants Workgroup Calls on November 15th and 22nd to approve CPE applications and discuss next year's SECB grant. 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. Central Region NG9-1-1 Grant GIS Conference Call with PSAPs and GIS personnel on November 21st. Reviewed counties scope of work submittals for the GIS grant application. Modified GIS Standards information webpage for the NG9-1-1 Grant. Sent notifications of grant eligibility to Swift and Traverse County based on attendance compliance. Worked with vendors on training documentation. Worked with Kandiyohi County to coordinate a new Search and Rescue Incident Management course in December and completed ECN's Training/Exercise Authorization Request form and 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.

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. Removed Northwest Region user's website permissions for former staff. Sent Northeast Region their agenda URLs to send in their agenda notice emails. Discussed when to use website notifications from 'Save and Send' with Northeast Region. Discussed document saving best practices with Northeast Region. Sent Southeast Region instructions to hyperlink ECN Monthly reports on their page. Cancelled Southeast Region training on the Training Calendar. Updated committee category names for South Central Region. Cancelled ECB and Executive Committee meetings on Calendar for Southwest Region.

d. **State Committee Meetings:** Attend Cybersecurity tabletop (No Charge). Attend Wireless Broadband & Applications Workgroup and committee meeting (No Charge).

e. **Meeting Prep:** Work with Committee chairs on agenda materials for the MNECB website. Created monthly Doodle Poll for RAC Committee. Managed RAC, Logger and O&O Committee cancellations and sent notices to locations. Managed NG911 Committee lunch Activities registrations and cancellations. Called Alexandria restaurants for lunch quotes and placed lunch order. Modified lunch receipts with new logo. Completed Attendance Standard spreadsheet. Worked with Douglas County 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:**

- CASM: Stevens County request account management assistance.

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.

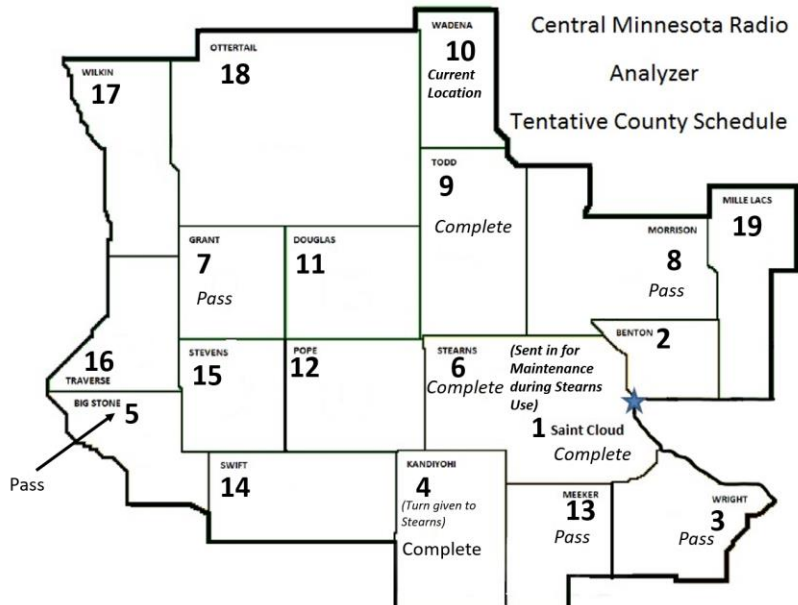
3. Major Expenditures.

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
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.
January 2020			
Regional Leadership Group Meeting	St. Cloud MnDOT	January 27	10:00 a.m. – 3:00 p.m.

SAVE THESE 2020 DATES!

**Regional Leadership Group Meetings:
 Monday, January 27, 2020 @ MnDOT St. Cloud Training Center**

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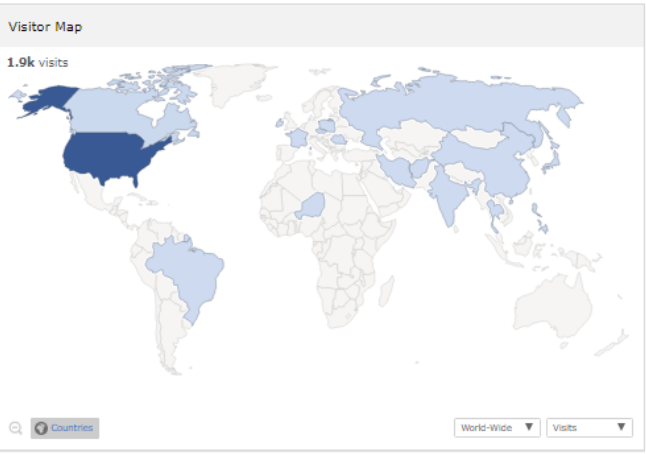
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WEBSITE ACTIVITY:

WEBSITE: MINNESOTA EM... FROM 2019-11-01 TO 2019-11-30 ALL VISITS DASHBOARD

Overview

REFERRER TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE
Direct Entry	1,746	4,841	2.8	5 min 45s	57%
Search Engines	114	408	3.6	2 min 39s	39%
Websites	25	48	1.9	2 min 36s	76%

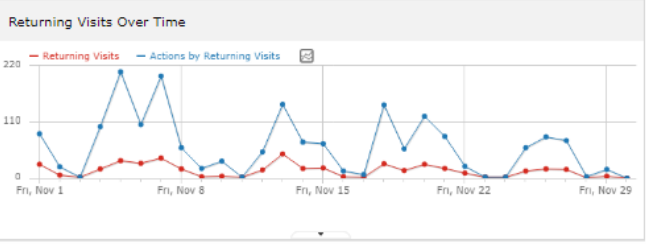


Visitor Browser

BROWSER	VISITS
Chrome	624
Internet Explorer	320
Chrome Mobile	236
Firefox	175
Unknown	142

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Related report: Browser version



Device type

TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE
Desktop	1,254	3,537	2.8	3 min 36s	58%
Smartphone	533	1,544	2.9	10 min 35s	49%
Unknown	54	81	1.5	8s	91%
Tablet	44	135	3.1	5 min 2s	50%

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Visitor Location (City)

CITY	VISITS
Unknown	1,076
Raleigh, North Carolina, United States	117
Saint Paul, Minnesota, United States	74
Minneapolis, Minnesota, United States	48
Saint Cloud, Minnesota, United States	41
Boardman, Oregon, United States	31
Rochester, Minnesota, United States	27
Farmington, Minnesota, United States	26
Ashburn, Virginia, United States	21
Cheyenne, Wyoming, United States	20
Duluth, 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	1,770	864	0:01:20
2	Minnesota Emergency Communications Boards Official Website	743	436	0:00:50
3	Minnesota Emergency Communications Boards	96	75	0:00:09
4	Regional Advisory Committee (RAC) Meeting Quorum Minnesota Emergency Communications Boards	116	69	0:00:33
5	Next Generation 9-1-1 Committee (NG911) Minnesota Emergency Communications Boards	50	41	0:00:39
6	Central Region Boards & Committees Minnesota Emergency Communications Boards	61	33	0:00:12
7	Central Region Minnesota Emergency Communications Boards	39	32	0:00:11
8	Southeast Regional Advisory Committee (RAC) Minnesota Emergency Communications Boards	37	32	0:01:44
9	Training Minnesota Emergency Communications Boards	36	29	0:06:28
10	404//Southeast-Regional-Advisory-Committee/Referrer:	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	45	52
2	www.mnecb.org/DocumentCenter/View/873/Letterhead Example	25	26
3	www.mnecb.org/DocumentCenter/Document/View/1062/Acronym list	18	18
4	mnecb.org/DocumentCenter/Document/792/Regional Access Form (Doc)	17	17
5	mnecb.org/DocumentCenter/Document/View/1827/Motorola Presentation for Central MN NG9-1-1 Committee (11-14-19)	16	46
6	www.mnecb.org/Document/View/871/COOP Plan Template (Doc)	15	19
7	www.mnecb.org/DocumentCenter/Document/1004/TCPP Save-the-Date	12	12
8	mnecb.org/DocumentCenter/View/148/ Interoperability Zone Map (PDF)	10	36
9	www.mnecb.org/DocumentCenter/Document/View/1333/MESB CAD-to-CAD Interoperability Feasibility Report and Recommendations	8	8
10	www.mnecb.org/DocumentCenter/Document/View/197/MnDOT Overview - Summary and ARMER Status Update (PDF)	7	7

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	13.75		
ESB75-751-Cler Gen Adm	1.75		
ESB75-754-Cler Finance	4.50		
Dammann, Becky	20.00		
Gieseke, Shari			
ESB70-700-Grant Admin	31.50	0.50	0.50
ESB71-710-Web General Admin	6.50		
ESB71-712-Web Support End User	0.25		
ESB71-718-Web Gen Adm Non-Region	6.00	0.25	0.25
ESB75-751-Cler Gen Adm	8.50		
ESB77-771-Mtg Prep	12.75	0.25	0.25
ESB77-774-Mtg Min	29.25	3.25	3.25
Gieseke, Shari	94.75	4.25	4.25
Larson, Brandon			
ESB73-731-System Admin	0.75		
Larson, Brandon	0.75		
Myers, Micah			
ESB70-700-Grant Admin	11.00		
Myers, Micah	11.00		
Grand Total:	126.50	4.25	4.25

Information Technology

From 11/1/2019 To 11/30/2019-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.