

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

### **1. Major Topics/Issues/Activities.**

- a. **Grants Management.** Submitted Central Region's NG911 Grant GIS application for the counties on December 2<sup>nd</sup>. Created a Status Report template for the NG911 Grant GIS project. Processed 3<sup>rd</sup> quarter SECB grant checks for Traverse County, St. Cloud Tech High School and Sartell High School. Worked with Big Stone and Traverse counties on SECB grant submittal paperwork. SHSP grant agreement amendment signed. Worked with vendors on training documentation.
- b. **Equipment Management:**
  - CM Analyzer: Currently at Douglas County.
- c. **Project Management:** Continue to add statewide information to the website. Modified GIS Standards information page for the NG9-1-1 Grant. Modified Video Archive page adding 9-1-1 videos. Modified Training page with new Alexandria Technical & Community College login information. Moved Northeast Region documents to their respective folders. Provided Northeast Region staff document uploading and filing tips. Moved Northeast Region trainings that were submitted to the Events Calendar to their region's meeting calendar. Removed a meeting from a meeting calendar on a holiday for Southwest Region.
- d. **State Committee Meetings:** Attend Wireless Broadband Committee (No Charge).
- e. **Meeting Prep:** Work with Committee chairs on agenda materials. Created monthly Doodle Poll for RAC Committee. Completed Attendance Standard spreadsheet. Uploaded Meeting Schedules to website and added meeting dates to Calendars. Processed membership appointment forms.
- 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:**
  - Logger: Respond to MnDOT for client fault alarms, fiber cut was cause for alarms.
  - Assist Pope County with stolen radios.

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

**2. Board Action.**

**December 17, 2019:**

- Board approved to sign off on the engagement letter to start the audit process.
- Board approved Owners & Operators Committee request to purchase 30 batteries for the STR cache at a not to exceed \$3,000.
- Board approved EMAC Committee request to approve their contractor grant that they can move forward with sending out an RFP and doing interviews.
- Board approved Logger Committee request to approve the Logger Committee approval to all Stearns County to join the Logger.

**3. Major Expenditures.**

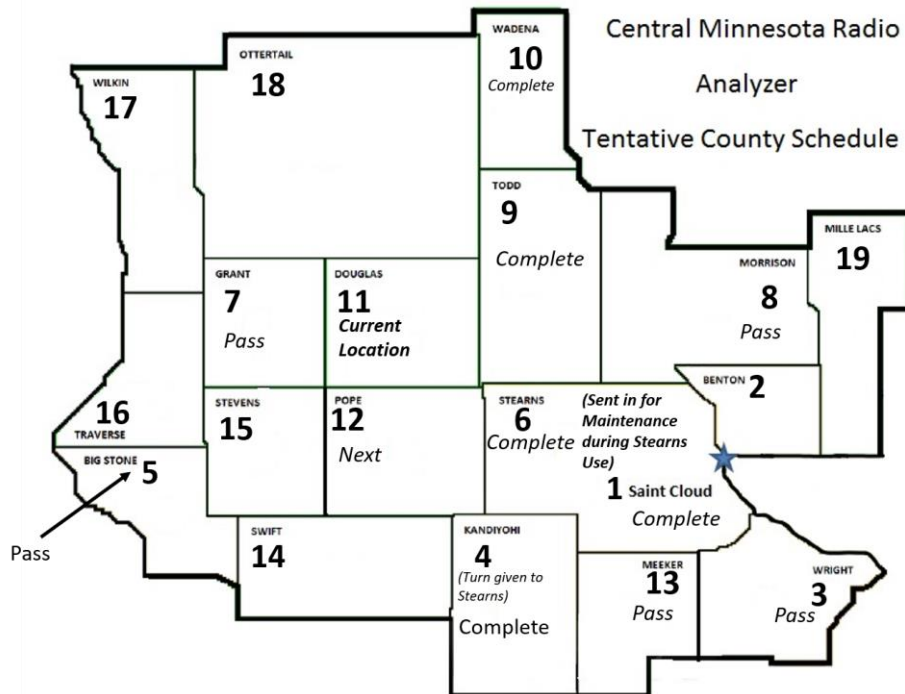
**4. Intergovernmental, Board, Committee, Commission Activities.**



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

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.
<b>EQUIPMENT STATUS</b>		
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 Douglas County
CM Logger	Online	
<b>OTHER ACTIVITY:</b>		

**ANALYZER MAP:**





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

GRANT ACTIVITY	Allocation	Total Submitted	Remaining
<b>2019 SECB Activity: (7/1/18 -12/31/19)</b>			
Training/Planning	\$25,000.00	\$25,000.00	\$0.00
Traverse County GIS	\$22,525.00	\$22,524.38	\$0.62
Wilkin County GIS	\$26,880.00	\$26,880.00	\$0.00
Big Stone County CRAE - Ortonville	\$11,653.07	\$11,653.07	\$0.00
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
<b>2018 SHSP Activity: (1/1/19 – 12/1/19) (Amendment on 12/31/2019)</b>			
Training/Exercises	\$34,565.71	\$34,499.64	\$66.07
(Amendment added \$2,392.00)			
<b>IMPORTANT GRANT DATES</b>			
<b>Grant</b>	<b>Deadline</b>	<b>Submit</b>	
SHSP Grant Applications Due (Round #1)	December	Vendor Quote/GIS Letter	
SHSP Proof of Progress Due	July 1 <sup>st</sup>	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 <sup>st</sup>	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	



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

UPCOMING EVENTS	Location	Date	Time
<b>December 2019</b>			
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.
<b>January 2020</b>			
Regional Leadership Group Meeting	St. Cloud MnDOT	January 27	10:00 a.m. – 3:00 p.m.
Tusa Consulting Regional Engagement	St. Cloud City Hall	January 29	1:00 p.m.
<b>February 2020</b>			
MN Wireless Broadband User Forums	Walker, St. Cloud, Mankato	February 4, 5, & 7	9:00 a.m. – 4:00 p.m.
Governor’s HSEM Conference 2020	Brooklyn Center	February 11 <sup>th</sup> – 13 <sup>th</sup>	

**SAVE THESE 2020 DATES!**

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

**&**

**MN Public Safety Communications Conference**  
**April 14<sup>th</sup> – 17<sup>th</sup> @ InterContinental Hotel in Downtown St. Paul**

# Regional Coordinator Monthly Report

submitted by Micah Myers

## WEBSITE ACTIVITY:

WEBSITE: MINNESOTA EM...
FROM 2019-12-01 TO 2019-12-31
ALL VISITS
DASHBOARD

### Overview

REFERRER TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE
Direct Entry	2,078	5,577	2.7	5 min 32s	60%
Search Engines	155	622	4	2 min 35s	48%
Websites	13	27	2.1	1 min 20s	92%

### Visitor Browser

BROWSER	VISITS
Chrome	748
Internet Explorer	398
Chrome Mobile	272
Mobile Safari	181
Unknown	142

### Device type

TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE
Desktop	1,453	4,354	3	3 min 27s	58%
Smartphone	666	1,497	2.2	9 min 38s	61%
Tablet	94	219	2.3	3 min 52s	57%
Unknown	33	156	4.7	3 min 35s	79%

### Visitor Map

2.2k visits

World-Wide Visits

### Returning Visits Over Time

### Visitor Location (City)

CITY	VISITS
Unknown	1,323
Saint Paul, Minnesota, United States	150
Raleigh, North Carolina, United States	102
Minneapolis, Minnesota, United States	42
Saint Cloud, Minnesota, United States	36
Fergus Falls, Minnesota, United States	27
New London, Minnesota, United States	27
Rochester, Minnesota, United States	25
Boardman, Oregon, United States	23
Chicago, Illinois, United States	22
Fargo, North Dakota, United States	22

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

**WEBSITE ACTIVITY:**

**MOST VISITED SITES:**

	Page Name	Page Views	Unique Page Views	Avg. Time
1	Minnesota Emergency Communications Boards	1,469	785	0:00:55
2	Minnesota Emergency Communications Boards   Official Website	573	329	0:00:39
3	Central Region Boards & Committees   Minnesota Emergency Communications Boards	135	65	0:00:15
4	Minnesota Emergency Communications Boards	118	65	0:00:19
5	Videos   Minnesota Emergency Communications Boards	91	49	0:01:45
6	Regional Advisory Committee (RAC) Meeting Quorum   Minnesota Emergency Communications Boards	49	39	0:00:28
7	Training   Minnesota Emergency Communications Boards	52	32	0:02:02
8	Central Region   Minnesota Emergency Communications Boards	44	31	0:00:13
9	Choose Your Region for Boards & Committees   Minnesota Emergency Communications Boards	31	27	0:00:12
10	Documents & Resources   Minnesota Emergency Communications Boards	34	27	0:00:17

**MOST POPULAR DOWNLOADED FILES:**

	Document Name	Unique Downloads	Downloads
1	www.cmnradio.org/DocumentCenter/View/985/Alex Tech Campus Map	42	58
2	mnecb.org/Document/1834/NG9-1-1 FAQ Grant Tasklist and Schema (PDF)	20	28
3	www.mnecb.org/DocumentCenter/View/873/Letterhead Example	14	15
4	mnecb.org/DocumentCenter/View/792/Regional Access Form (Doc)	13	13
5	www.mnecb.org/DocumentCenter/Document/View/1062/Acronym list	13	13
6	www.mnecb.org/Document/View/148/Interoperability Zone Map (PDF)	11	11
7	www.mnecb.org/DocumentCenter/Document/View/197/ MnDOT Overview - Summary and ARMER Status Update (PDF)	11	12
8	www.mnecb.org/Document/View/706/ 2020 Users Membership List	10	10
9	www.mnecb.org/DocumentCenter/Document/View/1333/MESB CAD-to-CAD Interoperability Feasibility Report and Recommendations	10	10
10	mnecb.org/DocumentCenter/View/921/2020 RAC Meeting Schedule	9	9

## Division Categories Report

See selection Criteria on Last page

	<u>Reg</u> <u>Hours</u> <u>Charged</u>	<u>OT</u> <u>Hours</u> <u>Charged</u>	<u>OT</u> <u>Hours</u> <u>Worked*</u>
<b>Dammann, Becky</b>			
ESB70-700-Grant Admin	6.75		
ESB75-751-Cler Gen Adm	0.50		
ESB75-754-Cler Finance	0.25		
ESB77-771-Mtg Prep	2.25		
ESB77-772-Mtg Prep Logger	0.25		
<b>Dammann, Becky</b>	<b>10.00</b>		
<b>Gieseke, Shari</b>			
ESB70-700-Grant Admin	15.00		
ESB71-710-Web General Admin	8.25	0.25	0.25
ESB71-716-Web Support Logger	1.25		
ESB71-717-Web Support EMAC	0.25		
ESB71-718-Web Gen Adm Non-Region	3.50		
ESB75-751-Cler Gen Adm	12.75	0.25	0.25
ESB75-753-Cler Gen Adm Logger	0.25		
ESB75-754-Cler Finance	3.25	0.75	0.75
ESB77-771-Mtg Prep	12.75	0.75	0.75
ESB77-772-Mtg Prep Logger	0.75		
ESB77-773-Mtg Prep EMAC	0.25		
ESB77-774-Mtg Min	37.25	0.75	0.75
ESB77-775-Mtg Min Logger	3.75		
<b>Gieseke, Shari</b>	<b>99.25</b>	<b>2.75</b>	<b>2.75</b>
<b>Larson, Brandon</b>			
ESB73-731-System Admin		2.25	2.25
ESB73-736-System Admin Logger		2.50	2.50
ESB75-751-Cler Gen Adm	3.25		
ESB76-762-Prj Mgt Logger PM	2.50		
<b>Larson, Brandon</b>	<b>5.75</b>	<b>4.75</b>	<b>4.75</b>
<b>Myers, Micah</b>			
ESB77-771-Mtg Prep	2.00		
<b>Myers, Micah</b>	<b>2.00</b>		
<b>Grand Total:</b>	<b>117.00</b>	<b>7.50</b>	<b>7.50</b>

Information Technology

From 12/1/2019 To 12/31/2019-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 hour 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.