

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

1. Major Topics/Issues/Activities.

- a. **Grants Management.** ECN Grants Workgroup Call for NG911 Grant on January 30th. Continued work with Big Stone and Traverse counties on SECB grant submittal paperwork. Completed final Progress Reports and submitted final 4th quarter FSR's for SHSP and SECB grants. Worked with vendors on training documentation requesting cashing of checks.
- b. **Equipment Management:**
 - CM Analyzer: Currently at Douglas County.
- c. **Project Management:** Continue to add statewide information to the website. Added all regions information for ECN's Wireless Broadband User Forums and Tusa Consulting meetings. Modified Training page as per ECN's Statewide Training page information for Alexandria Technical & Community College login information. Updated MN Public Safety Communications Conference page with 2020 information. Annual review of Form Center contacts with the regions; updated Central and South Central contacts. Notified the Northeast Region that their training registration link was broken. Reviewed the Northeast Region's Appointment Forms page as requested. Provided a new user website access for the Northwest Region. Removed previous Chairs user website access for Central Region EMAC Committee.
- d. **State Committee Meetings:** Attend Regional Leadership Meeting (No Charge).
- e. **Meeting Prep:** Work with Committee chairs on agenda materials. Created monthly Doodle Poll for RAC Committee. Created a COMU Report survey for the Owners & Operators Committee. Assisted O&O/User Committee with RFP information. Completed Attendance Standard spreadsheet. Uploaded Meeting Schedules to website and added meeting dates to Calendars. Sent Appointment Forms for Membership reminder to the Central Region. Processed membership appointment forms. Updated Central Region Chairs for the Emergency Services Board meeting materials and added them to the Central Region list serve.
- 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: Attend training for upgrade. Coordinate onsite upgrade. Follow-up on VPM replacement and load keys.
 - Follow-up on Pope County stolen radios.

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2. Board Action.

January 29, 2020:

- Board reelected their Chair and Vice Chair.
- Board approved the Executive Committee request for the renewal of the Regional Coordinator Contract with the City of St. Cloud.
- Board approved the Executive Committee request for the MN Public Safety Communications Conference memo approving to fund the room and the applicable meals attached with it.
- Board approved the O&O Committee request for the renewal of the extended warranty and software subscription for the CM Analyzer.
- Board approved the User Committee request to publish the RFP for their 2020 training pending legal review.
- Board approved the EMAC Committee requests to sign the Region IV Contractor contract after it finalizes legal review and approval for the Board Chair to sign the grant agreement.
- Board approved the Logger Committee request to adjust the 2020 Logger budget down due to Stearns County joining the Logger at the beginning of the year.

3. Major Expenditures.

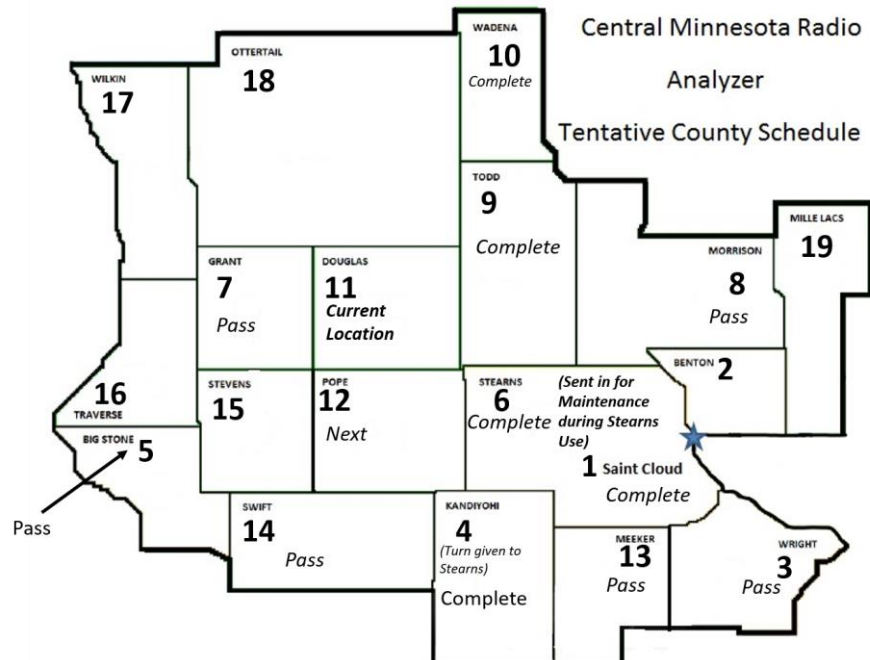
4. Intergovernmental, Board, Committee, Commission Activities.



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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 Douglas County
CM Logger	Online	
OTHER ACTIVITY:		

ANALYZER MAP:



Reporting Period January 2020



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GRANT ACTIVITY	Allocation	Total Submitted	Remaining
2019 SECB Activity: (7/1/18 -12/31/19)			
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
2018 SHSP Activity: (1/1/19 – 12/1/19) (Amendment on 12/31/2019)			
Training/Exercises	\$34,565.71	\$34,499.64	\$66.07
(Amendment added \$2,392.00)			
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
January 2020			
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.
February 2020			
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 th – 13 th	
March 2020			
MN APCO-NENA/MSA 9-1-1 Conference	Arrowwood Resort	March 24-26 th	

SAVE THESE 2020 DATES!

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

&

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

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WEBSITE ACTIVITY:

WEBSITE: MINNESOTA EM...
FROM 2020-01-01 TO 2020-01-31
ALL VISITS
DASHBOARD

Overview

REFERRER TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE
Direct Entry	3,189	8,106	2.5	4 min 16s	61%
Search Engines	320	863	2.7	1 min 48s	49%
Websites	13	42	3.2	56s	54%

Visitor Browser

BROWSER	VISITS
Chrome	1,230
Internet Explorer	565
Chrome Mobile	473
Mobile Safari	262
Unknown	248

Device type

TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE	CONVE
Desktop	2,232	6,848	3.1	4 min 17s	53%	
Smartphone	1,136	1,798	1.6	3 min 34s	72%	
Tablet	103	263	2.6	4 min 33s	59%	
Unknown	50	87	1.7	2 min 47s	64%	
Phablet	1	15	15	2s	0%	

Visitor Map

3.5k visits

World-Wide Visits

Returning Visits Over Time

Visitor Location (City)

CITY	VISITS
Unknown	1,987
Saint Paul, Minnesota, United States	234
Cheyenne, Wyoming, United States	150
Raleigh, North Carolina, United States	111
Minneapolis, Minnesota, United States	108
Duluth, Minnesota, United States	57
Boardman, Oregon, United States	42
New London, Minnesota, United States	40
Rochester, Minnesota, United States	39
Saint Cloud, Minnesota, United States	37
Fergus Falls, Minnesota, United States	33

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WEBSITE ACTIVITY:

MOST VISITED SITES:

	Page Name	Page Views	Unique Page Views	Avg. Time
1	Minnesota Emergency Communications Boards	2,665	1,351	0:01:22
2	Minnesota Emergency Communications Boards Official Website	825	420	0:00:52
3	Minnesota Emergency Communications Boards	147	89	0:00:28
4	NEECB Regional Advisory Committee Minnesota Emergency Communications Boards	113	79	0:00:36
5	Central Region Boards & Committees Minnesota Emergency Communications Boards	114	70	0:00:06
6	Minnesota Public Safety Communications Conference Minnesota Emergency Communications Boards	102	56	0:01:27
7	Appointment Forms for Membership Minnesota Emergency Communications Boards	72	55	0:01:34
8	Central Region Emergency Services Board (ESB) Minnesota Emergency Communications Boards	85	50	0:01:28
9	Appointment Forms Minnesota Emergency Communications Boards	67	47	0:01:44
10	Central Region Minnesota Emergency Communications Boards	58	47	0:00:08

MOST POPULAR DOWNLOADED FILES:

	Document Name	Unique Downloads	Downloads
1	www.cmnradio.org/DocumentCenter/View/985/Alex Tech Campus Map	53	82
2	mnecb.org/DocumentCenter/Document/View/1869/Tusa Consulting ECB Chair letter inviting leadership participation -- 2019-11-13	45	65
3	www.mnecb.org/DocumentCenter/Document/985/ Alex Tech Campus Map	44	75
4	mnecb.org/Document/View/1175/Appointment Form_NEECB	24	41
5	mnecb.org/DocumentCenter/View/1174/Appointment Form_NERAC	23	26
6	www.mnecb.org/DocumentCenter/Document/View/1319/DHS OEC FY2019 TA/SCIP Guide Highlights and Offerings	23	28
7	mnecb.org/DocumentCenter/Document/792/Regional Access Form (Doc)	22	22
8	www.mnecb.org/DocumentCenter/View/873/ Letterhead Example	21	22
9	www.mnecb.org/DocumentCenter/View/871/COOP Plan Template (Doc)	14	16
10	mnecb.org/DocumentCenter/Document/View/1883/JPA_Section 2_Membership, Appointment, and Term_2018	13	15

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	15.00		
ESB75-754-Cler Finance	2.25		
ESB77-771-Mtg Prep	0.50		
Dammann, Becky	17.75		
Gieseke, Shari			
ESB70-700-Grant Admin	13.25		
ESB71-710-Web General Admin	15.25	0.50	0.50
ESB71-713-Website Design/Development	0.25		
ESB71-717-Web Support EMAC	0.75		
ESB71-718-Web Gen Adm Non-Region	7.25		
ESB75-751-Cler Gen Adm	27.25	0.25	0.25
ESB75-752-Cler Gen Adm EMAC	0.50		
ESB75-753-Cler Gen Adm Logger	0.25		
ESB75-754-Cler Finance	2.25		
ESB75-756-Cler Finance Logger	0.25		
ESB77-771-Mtg Prep	17.75	0.25	0.25
ESB77-773-Mtg Prep EMAC	0.75		
ESB77-774-Mtg Min	33.50		
Gieseke, Shari	119.25	1.00	1.00
Larson, Brandon			
ESB73-731-System Admin	1.50		
ESB73-736-System Admin Logger	14.50	5.75	5.75
Larson, Brandon	16.00	5.75	5.75
Myers, Micah			
ESB70-700-Grant Admin	2.00		
ESB73-731-System Admin	2.00		
Myers, Micah	4.00		
Neussendorfer, Andrew			
ESB73-736-System Admin Logger	8.00		
Neussendorfer, Andrew	8.00		
Grand Total:	165.00	6.75	6.75

Information Technology

From 1/1/2020 To 1/31/2020-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.