

Regional Coordinator Monthly Report submitted by Micah Myers

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

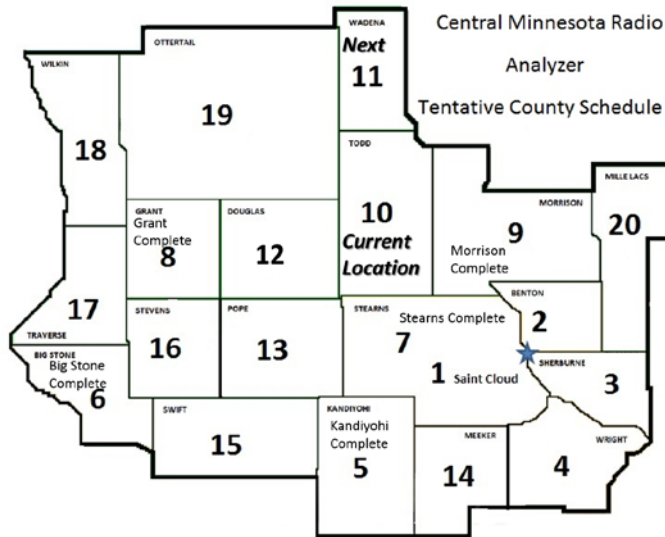
- a. **Grants Management.** Financial Status Reports (FSRs) submitted for the first quarter. SHSP payment request was \$10,350.
- b. **Equipment Management:** Correspondence and coordination for the rotation of the CM Analyzer. Recent agencies that it has rotated: Morrison County; Currently at Todd County. Next County, Wadena.
- c. **Project Management:** Website final design approval was submitted to CivicPlus. Three forms were submitted to CivicPlus to create on the new website: Contact Us Form, Grant Request Form, and User Access Request Form.
- d. **State Committee Meetings:**
  - Minnesota Public Safety Communications Conference (May 1-3, St. Cloud; Registration open).
  - OTC – St. Cloud Participation Plan Amendment, Subscriber testing results Kenwood/Harris.
  - NG911 – Amendment 1 & 2 to Statewide NG9-1-1 Plan (No Quorum).
  - SECB – St. Cloud Participation Plan Amendment & Pilot Project, Approval of APX 7500 Consolette.
  - Convergence of Technology Tabletop Planning Meeting.
  - NG911 – Amendment 1 & 2 to Statewide NG9-1-1 Plan.
  - CASM Administrators – Discussion regarding user permissions. Currently not working with some web browsers.
  - IDC – FirstNet AT&T partnership announcement. Hand-outs coming soon for Public Safety entities.
- e. **Meeting Materials:** NG911 Committee request to print the Central MN Emergency Communications Professional Best Practices Guide with a memo to Sheriffs will go to the Executive Committee in May.
- f. **Regional Summit:** Survey Monkey questionnaires for the 2016 Summit were sent on the list serve.
- g. **System Administration:**
  - Genesis –
    - Assist Sherburne County with Radio ID Activity reports. (Report unable to connect to Genesis located at Stearns).
    - Notify region of downtime for maintenance.
  - CM Analyzer –
    - Coordinate hand-off from Morrison County to Todd County.
    - Notify Wadena County next to receive



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Subject	Activity	Detail	Time
<b>Equipment Activity:</b>			
CM Analyzer	Coordination	Coordinate with Morrison for the analyzer	.25
Genesis	Assist	Forward connection information to Sherburne County for Genesis login info.	.25
CM Analyzer	Communications	Call from Todd County regarding analyzer settings.	.25
Genesis	Provide Reports	Generate and provide Radio ID Activity reports for Sherburne County.	3.50
Genesis	Communications	Forward information to region regarding maintenance and downtime.	.25
CM Analyzer	Communications	Speak with Wadena County notifying of analyzer and considerations prior to it being received next.	.5
CM Analyzer	Communications	Correspondence with Todd County inquiring when the analyzer would move to Wadena County.	.25
<b>State Meetings:</b>			
NG 911	Attend – via Phone	NG911, attend via conference call. (No Quorum)	2.0
NG 911	Attend – via Phone	Topics include Amendment 1 & 2 to Statewide NG9-1-1 Plan.	2.0
OTC	Attend – Remotely	Provide Central Region report – no charge.	0.0
<b>Other Activity:</b>			
System Admin	Compile	Provide documents regarding regional system admins for O&O meeting.	.50

**ANALYZER MAP:**



**2. Board Action** on March 29, 2017:

- ✓ Regional Website MOU
- ✓ Website Design
- ✓ Engagement Letter for Audit Services
- ✓ Reimbursement for MN Public Safety Communications Conference
- ✓ O&O: CM Standard 3.35 – National Weather Service Radio
- ✓ EMAC: 2016 SHSP Grant Amendment
- ✓ NG911: CM NG911 Emergency Communications Professional Best Practices Guide

**3. Major Expenditures.**

**4. Intergovernmental Activities.**

**5. Board, Committee, Commission Activities.**

Reporting Period April 2017



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GRANT ACTIVITY	Allocation	Total Submitted	Remaining
<b>SLIGP Activity: (7/01/16 – 10/31/17)</b>			
Interop Conference	\$3,500.00		\$3,500.00
Administrative	\$500.00		\$500.00
Travel	\$4,182.79	\$2,574.11	\$1,608.68
Planning	\$29,500.00	\$380.53	\$29,119.47
<b>SECB Activity: (1/1/17 - 6/01/18) Grant Agreement Signed 4/10/2017</b>			
Equipment: Mille Lacs County	\$126,045.20		\$126,045.20
Equipment: Stearns County (Micro)	\$23,954.80		\$23,954.80
Equipment: Stearns County (Link)	\$71,000.00		\$71,000.00
Planning	\$8,500.00		\$8,500.00
Training	\$16,500.00		\$16,500.00
<b>SHSP Activity: (1/1/17 – 12/1/17) Grant Agreement Signed 3/31/2017</b>			
Equipment: Stearns County (Micro)	\$126,045.20		\$126,045.20
Equipment: Wilkin County	\$7,500.00	\$7,500.00	\$0.00
Training	\$25,000.00	\$2,850.00	\$22,150.00



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UPCOMING EVENTS	Location	Date	Time
<b>MAY EVENTS</b>			
MN Public Safety Communications Conference	St. Cloud River's Edge Convention Center	May 1 <sup>st</sup> – 3 <sup>rd</sup>	Please Register On-line
EMAC – PIO Training	Douglas County	May 8 <sup>th</sup>	9:30 – 11:30 a.m.
Radio Programming Training	Stearns Co. EOC	May 23 <sup>rd</sup> – May 25 <sup>th</sup>	9 a.m. – 5 p.m.
<b>JUNE EVENTS</b>			
MN-ECB Website Goes Live	On-Line!	June 1 <sup>st</sup>	
EMAC – Volunteer Management	Douglas County	June 12 <sup>th</sup>	TBA
<b>JULY EVENTS</b>			
EMAC – Official Damage Assessment Class (EMAC is encouraging <a href="#">registration</a> responses by May 17 <sup>th</sup> )	Camp Ripley	July 10 <sup>th</sup>	<b>TBA</b> (8 a.m. – 4:30 p.m.)

**WEBSITE ACTIVITY:**

**MN-ECB** Regions of the Statewide Emergency Communications Board

STAY CONNECTED [Social Media Icons] Search...

Regions Standards Grant Process About Contact How Do I...

Quick Links, Main Services, Events & Meetings, Highlights, **Regions**, Current Initiatives

Emergency Communications Networks (ECN)  
Public Safety Communications Conference  
Statewide Emergency Communications Board (SECB)  
SECB Strategic Plan 2016-2018  
Acronym List

Agendas & Minutes, Boards & Committees, Interop Maps, Notify Me®, Signup for Workgroups

Meetings Training Events Latest News

July 2017

Jan	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Monday, July 2  
Event Title  
Event Description  
Read More

Wednesday, July 11  
Event Title  
Event Description  
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Video Archive

INCIDENT DISPATCH TEAM

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**MN-ECB**  
Regions of the Statewide Emergency Communications Board

Contact Us  
Regional Issues  
Website Issues  
Emergency Communication Networks (ECN)  
Statewide Emergency Communications Board (SECB)

Current initiatives  
ARMER  
Interoperability  
IFWIG  
Next Generation 911  
Wireless Broadband

Helpful Links  
Help/Link  
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# Reporting Period April 2017



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4/27/2017

### Division Categories Report

See selection Criteria on Last page

	<u>Reg Hours Charged</u>	<u>OT Hours Charged</u>	<u>OT Hours Worked*</u>
<b>Gieseke, Shari</b>			
ESB70-700-Grant Admin	38.50	1.25	1.25
ESB71-710-Web General Admin	1.75		
ESB71-713-Website Design/Development	2.50		
ESB71-717-Web Support EMAC	0.50		
ESB75-751-Cler Gen Adm	9.50	0.25	0.25
ESB77-771-Mtg Prep	9.25		
ESB77-772-Mtg Prep Logger	0.25		
ESB77-774-Mtg Min	29.00	0.25	0.25
ESB77-775-Mtg Min Logger	1.00		
ESB78-781-Regional Summit	0.50		
<b>Gieseke, Shari</b>	<b>92.75</b>	<b>1.75</b>	<b>1.75</b>
<b>Larson, Brandon</b>			
ESB73-734-System Admin Genesis	4.00		
ESB74-742-Equipment Mgt Analyzer	0.75		
ESB75-751-Cler Gen Adm	1.75		
<b>Larson, Brandon</b>	<b>6.50</b>		
<b>Myers, Micah</b>			
ESB70-700-Grant Admin	2.25		
ESB71-710-Web General Admin	2.25		
ESB75-751-Cler Gen Adm	1.00		
ESB76-761-Prj Mgt General	5.00		
ESB76-763-Prj Mgt NG911	1.50		
ESB77-771-Mtg Prep	2.50		
<b>Myers, Micah</b>	<b>14.50</b>		
<b>Grand Total:</b>	<b>113.75</b>	<b>1.75</b>	<b>1.75</b>

#### Information Technology

From 3/30/2017 To 4/27/2017-Uses actual work date

ESB70-700 -Grant Admin, ESB71-710 -Web General Admin, ESB71-713 -Website Design/Development, ESB71-715 -Web Content Development, ESB71-717 -Web Support EMAC, ESB73-734 -System Admin Genesis, ESB74-742 -Equipment Mgt Analyzer, ESB75-751 -Cler Gen Adm, ESB75-752 -Cler Gen Adm EMAC, ESB75-753 -Cler Gen Adm Logger, ESB75-754 -Cler Finance, ESB76-761 -Prj Mgt General, ESB76-763 -Prj Mgt NG911, ESB77-771 -Mtg Prep, ESB77-772 -Mtg Prep Logger, 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.