

Regional Coordinator Monthly Report submitted by Micah Myers

1. Major Topics/Issues/Activities.

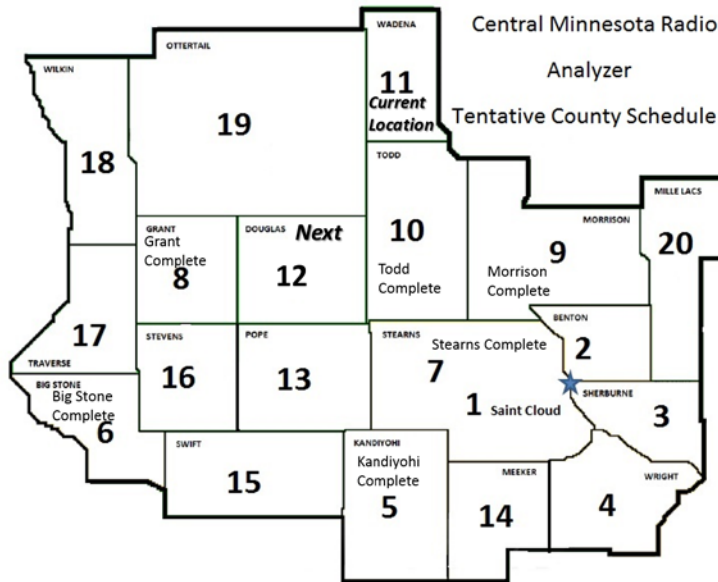
- a. **Grants Management.** A presentation was created and presented for the Grants breakout session at the Minnesota Public Safety Communications conference. ECN Grants Conference Call for Marshall County ARMER Migration Grant. Compiled the second round of grant applications that were due by May 25th for the June 1st ECN Grants Conference Call. Working on Financial Status Reports (FSRs) with Swift County for the second quarter.
- b. **Equipment Management:** Correspondence and coordination for the rotation of the CM Analyzer. Recent agencies that it has rotated: Todd County; Currently at Wadena County. Next County, Douglas.
- c. **Project Management:** CivicPlus completed the new production website. City of St. Cloud staff attended System Admin training on May 19th. Website review meeting was held with CivicPlus. Website work was completed to add pages and fix broken or misdirected links. Committee Chairs and Vice Chairs were asked to review their committee pages for the Executive Committee meeting in June.
- d. **State Committee Meetings:**
 - OTC – DNR Requested Talkgroups at Sites. Participation Plan Amendment instructions.
 - CASM Administrators – Discussion regarding user permissions. Currently not working with some web browsers.
 - IDC – AT&T presented current commercial coverage maps and possible Band Class 14 coverage map.
- e. **Meeting Materials:** NG911 Committee request to print the Central MN Emergency Communications Professional Best Practices Guide with a memo to Sheriffs was reviewed by the Executive Committee in May.
- f. **Regional Summit:** Survey Monkey questionnaire results for the 2016 Summit are being compiled.
- g. **System Administration:**
 - Genesis –
 - Assist Sherburne County with Radio ID Activity reports. (Report unable to connect to Genesis located at Stearns).
 - CM Analyzer –
 - Notified by Todd County, analyzer handed off to Wadena County. Next County, Douglas.



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Subject	Activity	Detail	Time
Equipment Activity:			
Genesis	Provide Reports	Generate and provide Radio ID Activity reports for Sherburne County.	.50
State Meetings:			
OTC	Attend – Remotely	Provide Central Region report – no charge.	0.0
Other Activity:			
System Admin	Correspondence	Update Local System Admin contacts and forward to MNDOT	.25

ANALYZER MAP:



- 2. Board Action.** The next Emergency Services Board meeting is the Preliminary Budget meeting on June 14th. Final Budget Adoption meeting is on July 26th.
- 3. Major Expenditures.**
- 4. Intergovernmental Activities.**
- 5. Board, Committee, Commission Activities.**

Reporting Period May 2017



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GRANT ACTIVITY	Allocation	Total Submitted	Remaining
SLIGP Activity: (7/01/16 – 10/31/17)			
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
SECB Activity: (1/1/17 - 6/01/18)			
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
SHSP Activity: (1/1/17 – 12/1/17)			
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
IMPORTANT GRANT DATES			
	Deadline	Submit	
Grant Application Round #1	January	Vendor Quote	
Grant Application Round #2	May	Vendor Quote	
Proof of Progress	July 1 st	Correspondence/Minutes	

WEBSITE ACTIVITY:

WEBSITE ACTIVITY:

MN-ECB

Regions of the Statewide Emergency Communications Board

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Public Safety Communications Conference

Statewide Emergency Communications Board (SECB)

SECB Strategic Plan 2016-2018

Acronym List

Agendas & Minutes

Boards & Committees

Interop Maps

Notify Me*

Sign-up for Workgroups

Meetings

July 2017

Sun	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

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Monday, July 2

Event Title

Event Description

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Wednesday, July 11

Event Title

Event Description

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Reporting Period May 2017



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6/14/2017

Division Categories Report

See selection Criteria on Last page

	<u>Reg Hours Charged</u>	<u>OT Hours Charged</u>	<u>OT Hours Worked*</u>
Gieseke, Shari			
ESB70-700-Grant Admin	28.25	1.25	1.25
ESB71-710-Web General Admin	1.50	0.25	0.25
ESB71-713-Website Design/Development	34.75	1.00	1.00
ESB71-717-Web Support EMAC	0.75		
ESB71-718-Web Gen Adm Non-Region	0.25		
ESB75-751-Cler Gen Adm	5.00		
ESB75-753-Cler Gen Adm Logger	0.50		
ESB75-754-Cler Finance	0.25		
ESB77-771-Mtg Prep	7.50	1.00	1.00
ESB77-774-Mtg Min	28.50	1.00	1.00
ESB77-775-Mtg Min Logger	0.50		
Gieseke, Shari	107.75	4.50	4.50
Larson, Brandon			
ESB73-731-System Admin	2.25		
ESB73-734-System Admin Genesis	0.75		
ESB74-742-Equipment Mgt Analyzer	0.25		
ESB75-751-Cler Gen Adm	0.25		
Larson, Brandon	3.50		
Myers, Micah			
ESB70-700-Grant Admin	5.25		
ESB71-710-Web General Admin	1.50		
ESB71-718-Web Gen Adm Non-Region	1.50		
ESB73-736-System Admin Logger	1.50		
Myers, Micah	9.75		
Grand Total:	121.00	4.50	4.50

Information Technology

From 5/1/2017 To 5/31/2017-Uses actual work date

ESB70-700 -Grant Admin, ESB71-710 -Web General Admin, 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, ESB73-734 -System Admin Genesis, ESB73-736 -System Admin Logger, 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.

City of St Cloud IV&D Pilot Monthly Report submitted by Micah Myers

1. Major Topics/Issues/Activities.

- a. **November 2016** Steering Committee approves the City of St Cloud IV&D Pilot.
- b. **February 2017**
 - Central MN O&O approves the City of St Cloud IV&D Pilot
 - Motorola Roadmap Meeting
 - Central MN RAC approves the City of St Cloud IV&D Pilot
- c. **March 2017**
 - OTC approves the City of St Cloud IV&D Pilot
 - SECB approves the City of St Cloud IV&D Pilot
- d. **April 2017**
 - Motorola Project Kickoff meeting
 - Equipment ordered
 - Clean-up racks at radio sites
- e. **May 2017**
 - The 2 channel add was completed and our system is running on 12 channels.
 - Working with Patrick the project manager to schedule a meeting regarding the Customer Enterprise Network (CEN) for connecting OTAP to our Radio Management server and GPS location services.
 - ProWest, our mapping vendor, has requested and was granted access to the Motorola SDK/API. They will provide the City of St Cloud with an update when they have completed our mapping application.