

Regional Coordinator Monthly Report submitted by Micah Myers

1. Major Topics/Issues/Activities.

- a. **Grants Management.** ECN Grants Work Group Conference Call for second round of grants on June 1st. Worked with counties to gather MN Public Safety Communications Conference expense reimbursements. Worked on Financial Status Reports (FSRs) with Swift County and Stearns County for the second quarter. Completed State Auditor reporting that was due by June 30th. Proof of Progress grant document submission was due July 1st.
- 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:** Pre-launch check-in meeting with CivicPlus. High-level website overview training was held during the Executive Committee meeting on June 14th where we discussed the uniform layout of committee pages. Website work was completed to add/modify pages. Website went live on Monday, June 26th.
- d. **State Committee Meetings:**
 - IDC – Upcoming meeting will discuss what questions to submit to FirstNet and AT&T for official responses. Three in-person days discussion of the workgroups questions with FirstNet and AT&T representatives occurred July 10-12.
- e. **Meeting Materials:** NG911 Committee request to print the Central MN Emergency Communications Professional Best Practices Guide with a memo to Sheriffs was reviewed at the RAC and Executive Committee meetings in June.
- f. **Regional Summit:** Survey Monkey questionnaire results for the 2016 Summit were reviewed by the Executive Committee.
- g. **System Administration:**
 - Assisted some agencies with updating System Administrator contact info with region and Statewide Administrator.
 - Genesis –
 - Assist Grant County with Radio ID Activity reports.
 - CM Analyzer –
 - Correspondence with Wadena County to see plan for transfer to next agency. Next County, Douglas.

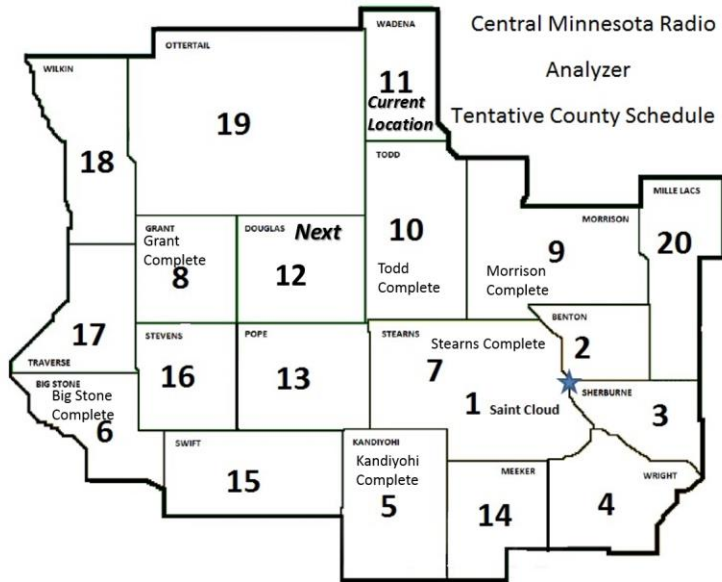


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Subject	Activity	Detail	Time
Equipment Activity:			
Genesis	Provide Reports	Generate and provide Radio ID Activity reports for Grant County.	.50
STR	Correspondence	Correspondence with O&O Chair regarding programming and update schedule for CM radio cache.	.25
State Meetings:			
Other Activity:			
System Admin	Correspondence	Update Local System Admin contacts and forward to MNDOT	.25

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ANALYZER MAP:



2. **Board Action.** The board met on June 14th. Final Budget Adoption meeting is on July 26th.
 - Approved Regional Website MOU's
 - Approved payment for GENESIS Reporting License
 - Approved Owners & Operators Bylaw Amendment
3. **Major Expenditures.**
4. **Intergovernmental Activities.**
5. **Board, Committee, Commission Activities.**

Reporting Period June 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	

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WEBSITE ACTIVITY:


WEBSITE ACTIVITY:

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

STAY CONNECTED Facebook Twitter YouTube Instagram Search...

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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*

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

Monday, July 2

Event Title

Event Description

[Read More](#)

Wednesday, July 11

Event Title

Event Description

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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

IPAWS

Next Generation 911

Wireless Broadband

Helpful Links

[Helpful Link](#)

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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	14.75		
ESB71-710-Web General Admin	1.00	0.50	0.50
ESB71-711-Web Support Technical	0.25		
ESB71-713-Website Design/Development	6.75	2.00	2.00
ESB71-714-Web Training	1.50		
ESB71-716-Web Support Logger	0.50		
ESB71-717-Web Support EMAC	0.25		
ESB75-751-Cler Gen Adm	3.75		
ESB75-752-Cler Gen Adm EMAC	0.25		
ESB75-753-Cler Gen Adm Logger	0.50		
ESB75-754-Cler Finance	0.50		
ESB75-756-Cler Finance Logger	0.50		
ESB77-771-Mtg Prep	13.00	0.75	0.75
ESB77-772-Mtg Prep Logger	0.25		
ESB77-774-Mtg Min	29.75		
ESB77-775-Mtg Min Logger	1.00		
ESB78-781-Regional Summit	1.00		
Gieseke, Shari	75.50	3.25	3.25
Larson, Brandon			
ESB73-731-System Admin	1.50		
ESB73-734-System Admin Genesis	0.50		
ESB74-741-Equipment Mgt STR	0.25		
ESB74-742-Equipment Mgt Analyzer	0.50		
Larson, Brandon	2.75		
Myers, Micah			
ESB70-700-Grant Admin	6.00		
ESB71-713-Website Design/Development	1.00		
ESB75-751-Cler Gen Adm	1.00		
Myers, Micah	8.00		
Neussendorfer, Andrew			
6130-Radio Project	4.00		
Neussendorfer, Andrew	4.00		
Grand Total:	90.25	3.25	3.25

IT-Information Technology

From 6/1/2017 To 6/30/2017-Uses actual work date

6130 -Radio Project, 6140 -Radio Project Grant Admin, 6170 -Radio Minutes, ESB70-700 -Grant Admin, ESB71-710 -Web General Admin, ESB71-711 -Web Support Technical, 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, ESB74-741 -Equipment Mgt STR, 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, ESB75-756 -Cler Finance Logger, 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 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.

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.
- f. **June 2017**
 - Conference Call with ProWest, our mapping vendor, developing SOW. SOW should be delivered early part of August.