

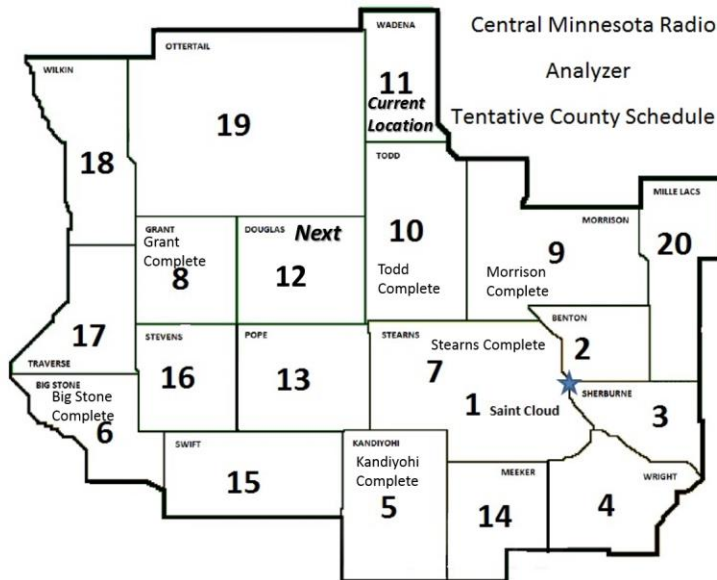
## **Regional Coordinator Monthly Report submitted by Micah Myers**

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

- a. **Grants Management.** Continued work with counties to gather MN Public Safety Communications Conference expense reimbursements. Submitted second quarter Financial Status Reports (FSRs) for MN Public Safety Communications Conference, trainings, Swift County and Stearns County. Working with several counties (Big Stone, Grant, Wilkin, and Mille Lacs) to secure grant dollars to cover the cost of updating their GIS line work.
- b. **Equipment Management:** Correspondence and coordination for the rotation of the CM Analyzer. Recent agencies that it has rotated: Wadena County, next rotation to Douglas County.
- c. **Project Management:** Pages were created for the other regions in Minnesota. Request was made to Office of Communications to create individual image maps for each region that include the counties. Website training was provided to the regions on July 25<sup>th</sup>. Worked with CivicPlus Account Manager to make sure all features related to the website were working correctly. Added Disclaimer and Links Policy page.
- d. **State Committee Meetings:**
  - IDC – Made the recommendation to the Governor’s Office to Opt-In for FirstNet.
  - OTC – Approved the Cass County, ND participation plan contingent upon Steering Committee approval. Discussion regarding Non-Government us of ARMER. Approved moving the Zone 2 MSO to Plymouth.
- 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 in June.
- g. **System Administration:**
  - Assisted some agencies with updating System Administrator contact info with region and Statewide Administrator.
  - Reach out to Local System Administrators regarding Monthly ARMER reports for updating System Admin contact and overage radio units/talkgroups.
  - Genesis –
    - Generate reports for O&O Committee meeting regarding MS TRAM usage.
  - CM Analyzer –
    - Correspondence with Wadena County to see plan for transfer to next agency. Next County, Douglas.

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**ANALYZER MAP:**



2. **Board Action.** Final Budget Adoption meeting was on July 26<sup>th</sup>.
  - Approved 2018 CMNESB Budget \*Note officially approved on 7/27/2017 with Otter Tail's vote.
  - Approved 2018 Training Roadmap
  - Approved OTTC Training Proposal
  - Approved IPAWS Grant Agreement for EMAC Committee
  - Approved EMPG Grant Award for EMAC Committee
  - Approved Logger Committee Bylaws
  - Approved Logger Committee Standards
3. **Major Expenditures.**
4. **Intergovernmental Activities.**
5. **Board, Committee, Commission Activities.**



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Subject	Activity	Detail	
<b>Equipment Activity:</b>			
Genesis	Provide Reports	Generate and provide usage reports to O&O regarding MS TRAM.	
STR	Update	Work on draft programming updates for the cache radios.	
<b>State Meetings:</b>			
OTC	Attend Remotely	Attend meeting, regional representatives in attendance.	
<b>Other Activity:</b>			
System Admin	Correspondence	Update Local System Admin contacts and forward to MNDOT	
System Admin	Correspondence	Reach out to System Admins regarding Monthly reports and radio/talkgroup overages.	
System Admin	Update	Update monthly report.	

Reporting Period July 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	\$3,009.23	\$490.77
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)</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	\$22,339.11	\$48,660.89
Swift County GIS	\$47,250.00	\$13,370.00	\$33,880.00
Planning	\$8,500.00		\$8,500.00
Training	\$16,500.00		\$16,500.00
<b>SHSP Activity: (1/1/17 – 12/1/17)</b>			
Equipment: Stearns County (Micro)	\$126,045.20	\$34,049.80	\$91,995.41
Equipment: Wilkin County	\$7,500.00	\$7,500.00	\$0.00
Training	\$25,000.00	\$16,863.84	\$8,136.16
<b>IMPORTANT GRANT DATES</b>			
	<b>Deadline</b>	<b>Submit</b>	
Grant Application Round #1	January	Vendor Quote	
Grant Application Round #2	May	Vendor Quote	
Proof of Progress	July 1 <sup>st</sup>	Correspondence/Minutes	



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UPCOMING EVENTS	Location	Date	Time
<b>JULY EVENTS</b>			
EMAC – Official Damage Assessment Class	Camp Ripley	July 10 <sup>th</sup>	8 a.m. – 4:30 p.m.
Regional Leadership Meeting	St. Cloud MnDOT	July 24 <sup>th</sup>	10 a.m. – 3 p.m.
Regional Website Training	St. Cloud Police Department	July 25 <sup>th</sup>	9 a.m. – 12 p.m. 1 p.m. – 4 p.m.
<b>AUGUST EVENTS</b>			
Getting the Most out of CASM NextGen Training	Stearns County EOC	August 30 <sup>th</sup>	10 a.m. – 3 p.m.
<b>SEPTEMBER EVENTS</b>			
All Hazard Incident Dispatcher Training – 2 day Course	Douglas County EOC	September 14-15 <sup>th</sup>	9 a.m. – 5 p.m.
All Hazard Incident Dispatcher Training – 2 day Course	Douglas County EOC	September 18-19 <sup>th</sup>	9 a.m. – 5 p.m.

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**WEBSITE ACTIVITY:**

WEBSITE: ST. CLOUD CENTR... FROM 2017-07-01 TO 2017-07-31 ALL VISITS DASHBOARD

#### Overview

REFERRER TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE
Direct Entry	440	4,267	9.7	10 min 54s	31%
Search Engines	70	426	6.1	6 min 40s	50%
Websites	24	164	6.8	4 min 28s	25%

#### Visitor Browser

BROWSER	VISITS
Chrome	169
Internet Explorer	143
Firefox	135
Mobile Safari	43
Chrome Mobile	16
Chrome Mobile iOS	11
Microsoft Edge	10
Safari	4
Vandex Browser	2
Android Browser	1

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Related report: Browser version

#### Device type

TYPE	VISITS
Desktop	445
Smartphone	48
Tablet	38
Phablet	2
Unknown	1
Camera	-

#### Visitor Map

534 visits

#### Visits Over Time

#### Returning Visits Over Time



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**WEBSITE ACTIVITY:**

**MOST VISITED SITES:**

	Page Name	Page Views	Unique Page Views	Avg. Time
1	St. Cloud CMESB, MN   Official Website	528	228	0:01:53
2	Minnesota Emergency Communications Boards   Official Website	664	185	0:02:19
3	St. Cloud CMESB, MN	381	123	0:01:53
4	Minnesota Emergency Communications Boards	617	113	0:02:35
5	Central Region Boards & Committees   Minnesota Emergency Communications Boards	86	48	0:00:53
6	Minnesota Emergency Communications Boards	243	44	0:01:11
7	Central Region Boards & Committees   St. Cloud CMESB, MN	58	42	0:00:46
8	Central Region   Minnesota Emergency Communications Boards	64	34	0:01:11
9	Choose Your Region for Boards & Committees   Minnesota Emergency Communications Boards	70	33	0:00:45
10	St. Cloud CMESB, MN	65	30	0:00:51

**MOST POPULAR DOWNLOADED FILES:**

[www.mnecb.org](http://www.mnecb.org)

1	/DocumentCenter/Document/View/148/Interoperability Zone Map (PDF)
2	
3	
4	
5	
6	
7	
8	
9	
10	

## 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	20.00	2.00	2.00
ESB71-710-Web General Admin	6.75		
ESB71-711-Web Support Technical	0.50		
ESB71-713-Website Design/Development	15.25	3.00	3.00
ESB71-714-Web Training	20.75	4.50	4.50
ESB71-715-Web Content Development	0.25		
ESB71-717-Web Support EMAC	0.25		
ESB71-718-Web Gen Adm Non-Region	0.75		
ESB75-751-Cler Gen Adm	5.25	0.25	0.25
ESB75-754-Cler Finance	0.50		
ESB77-771-Mtg Prep	13.50		
ESB77-772-Mtg Prep Logger	0.75	0.25	0.25
ESB77-773-Mtg Prep EMAC	0.25		
ESB77-774-Mtg Min	22.50		
ESB77-775-Mtg Min Logger	3.50		
<b>Gieseke, Shari</b>	<b>110.75</b>	<b>10.00</b>	<b>10.00</b>
<b>Larson, Brandon</b>			
ESB71-710-Web General Admin	1.00		
ESB74-742-Equipment Mgt Analyzer	0.50		
<b>Larson, Brandon</b>	<b>1.50</b>		
<b>Myers, Micah</b>			
ESB70-700-Grant Admin	4.00		
ESB71-714-Web Training	6.50		
ESB75-751-Cler Gen Adm	2.50		
<b>Myers, Micah</b>	<b>13.00</b>		
<b>Neussendorfer, Andrew</b>			
ESB74-744-Equipment Mgt	3.00		
<b>Neussendorfer, Andrew</b>	<b>3.00</b>		
<b>Grand Total:</b>	<b>128.25</b>	<b>10.00</b>	<b>10.00</b>

Information Technology

From 7/1/2017 To 7/31/2017-Uses actual work date

ESB70-700 -Grant Admin, 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, ESB73-734 -System Admin Genesis, ESB73-736 -System Admin Logger, ESB74-741 -Equipment Mgt STR, ESB74-742 -Equipment Mgt Analyzer, 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, ESB76-763 -Prj Mgt NG911, 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.



## **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.
- g. **July 2017**
  - Conference call with Motorola and City staff discussing network connection and design.
  - City staff and Motorola teams met and discussed networking connection and design. Discussions also surrounded the mapping solution for GPS and requirements of OTAP with the Radio Management programming server solution.