

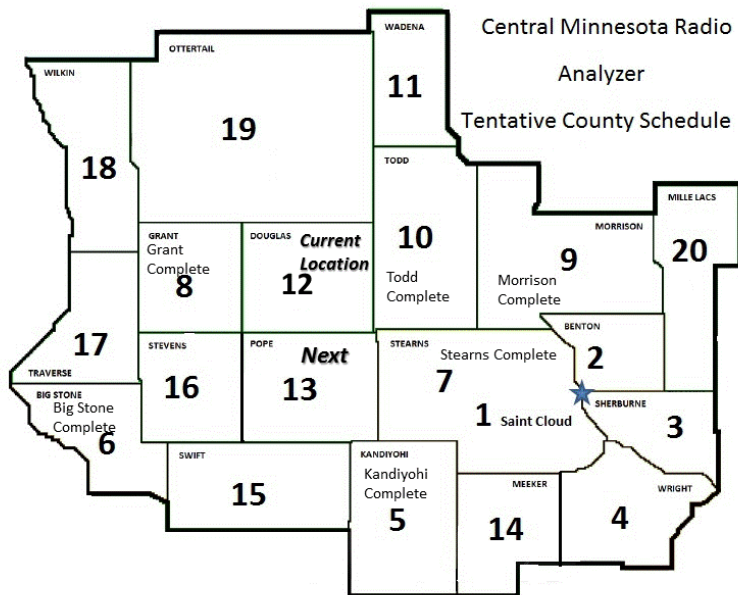
Regional Coordinator Monthly Report submitted by Micah Myers

1. Major Topics/Issues/Activities.

- a. **Grants Management.** ECN Grants Workgroup Call was held on August 28th. Continued work with counties to gather MN Public Safety Communications Conference proof of payment for grant expense reimbursements. Checks were processed for second quarter Financial Status Reports (FSRs) for MN Public Safety Communications Conference reimbursements, Swift County GIS and Stearns County infrastructure. 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. Provided Minnesota state auditors previous grant information for Otter Tail County.
- b. **Equipment Management:** Correspondence and coordination for the rotation of the CM Analyzer. Recent agencies that it has rotated: Douglas County, next rotation to Douglas County.
- c. **Project Management:** Continued work with CivicPlus Account Manager to make sure all features related to the website and RSS feed are working correctly. Provided website training to the Southwest Region. Completed the Southwest Region's Board and Committee webpages. Assisted Northwest Region with adding their information to the Staff Directory and adding the Calendar to their pages. Continued work to update the website with regional content.
- d. **State Committee Meetings:**
- e. **Meeting Materials:** NG911 Committee request to print the Central MN Emergency Communications Professional Best Practices Guide with a memo to Sheriffs will be included in the September Emergency Services Board meeting for approval.
- f. **Regional Summit:** Survey Monkey questionnaire results for the 2016 Summit were reviewed by the Executive Committee in June.
- g. **System Administration:**
 - FirstNet – Coordinate delivery of test AT&T devices to agencies to test and document coverage/speed.
 - CentraCare BDA – Correspondence and phone calls with Todd County/MNDOT/CentraCare and their vendor regarding in-building BDA project.
 - CM Logger – Update secure keys on logger for Wright County, assist Motorola with firewall upgrade, troubleshoot alerts from Motorola monitoring. On-site visit at Pope County and vendors to troubleshoot local logging issue.
 - CM Analyzer – Correspondence with Douglas County to see plan for transfer to next agency. Next County, Pope.

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ANALYZER MAP:



2. Board Action. Final Budget Adoption meeting was on July 26th.

- 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.

Reporting Period August 2017



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Subject	Activity	Detail	
Equipment Activity:			
State Meetings:			
Other Activity:			



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GRANT ACTIVITY	Allocation	Total Submitted	Remaining
SLIGP Activity: (7/01/16 – 10/31/17)			
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
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	\$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
SHSP Activity: (1/1/17 – 12/1/17)			
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
IMPORTANT GRANT DATES			
	Deadline	Submit	
Grant Applications Due for 2018 (Round #1)	December 1, 2017	Vendor Quote	
Grant Application (Round #2)	May 2018 (tentative)	Vendor Quote	
Proof of Progress	July 1 st	Correspondence/Minutes	



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UPCOMING EVENTS	Location	Date	Time
AUGUST EVENTS			
Getting the Most out of CASM NextGen Training	Stearns County EOC	August 30 th	10 a.m. – 3 p.m.
SEPTEMBER EVENTS			
All Hazard Incident Dispatcher Training – 2 day Course	Douglas County EOC	September 14-15 th	9 a.m. – 5 p.m.
All Hazard Incident Dispatcher Training – 2 day Course	Douglas County EOC	September 18-19 th	9 a.m. – 5 p.m.
OCTOBER EVENTS			
EMAC – Donations Management Training	Douglas County Public Works	October 3 rd	9 a.m.
Refresher: ARMER Radio Trainer - 1 Day Class	Otter Tail County Operations Center	October 17 th	9 a.m. – 4 p.m.
Regional Leadership Meeting	St. Cloud MnDOT	October 23 rd	10 a.m. – 3 p.m.
Minnesota PSAP Continuity of Operations Plan (COOP) Planning Workshop	St. Cloud Police Department	October 25 th	8:30 a.m. – 4 p.m.

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WEBSITE ACTIVITY:

FROM 2017-08-01 TO 2017-08-31 ALL VISITS DASHBOARD

Overview

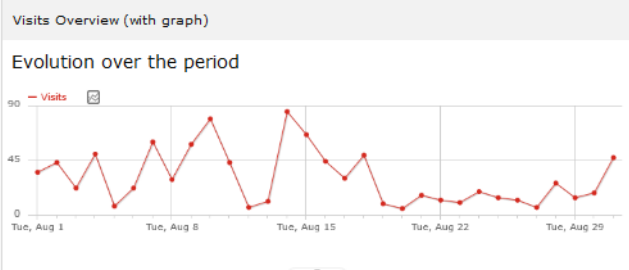
REFERRER TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE
Direct Entry	882	5,016	5.7	6 min 52s	49%
Search Engines	50	299	6	4 min 36s	22%
Websites	15	64	4.3	4 min 37s	27%



Visitor Browser

BROWSER	VISITS
Internet Explorer	357
Chrome	295
Firefox	157
Mobile Safari	71
Chrome Mobile	21
Microsoft Edge	17
Chrome Mobile iOS	8
Safari	8
Unknown	4
Chromium	2

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Device type

TYPE	VISITS
Desktop	817
Smartphone	76
Tablet	51
Unknown	2
Phablet	1
Camera	-
Car browser	-

- Report
- 947 visits
 - 6 min 42s average visit duration
 - 47% visits have bounced (left the website after one page)
 - 5.7 actions (page views, downloads, outlinks and internal site searches) per visit
 - 0.61s average generation time
 - 4,319 pageviews, 2,346 unique pageviews
 - 17 total searches on your website, 16 unique keywords
 - 944 downloads, 790 unique downloads



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WEBSITE ACTIVITY:

MOST VISITED SITES:

	Page Name	Page Views	Unique Page Views	Avg. Time
1	Minnesota Emergency Communications Boards	1,067	357	0:02:21
2	Minnesota Emergency Communications Boards Official Website	771	322	0:01:33
3	Northeast Region Minnesota Emergency Communications Boards	194	83	0:00:48
4	Minnesota Emergency Communications Boards	204	74	0:00:13
5	Central Region Boards & Committees Minnesota Emergency Communications Boards	118	73	0:00:28
6	Central Region Minnesota Emergency Communications Boards	109	47	0:00:45
7	Northwest Region Minnesota Emergency Communications Boards	135	38	0:00:30
8	Northeast Regional Radio Board Minnesota Emergency Communications Boards	70	37	0:01:12
9	Choose Your Region for Boards & Committees Minnesota Emergency Communications Boards	53	33	0:00:09
10	Southwest Minnesota Emergency Communications Boards	84	23	0:00:45

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WEBSITE ACTIVITY:

MOST POPULAR DOWNLOADED FILES: www.mnecb.org

	Page Name	Unique Downloads	Downloads
1	/DocumentCenter/179/2017 NG911 Meeting Schedule (PDF)	12	15
2	/DocumentCenter/632/Mille Lacs County Text to 9-1-1 TEST on 8-7-2017	5	5
3	/DocumentCenter/204/Acronym list 9-14-2015 (PDF)	4	4
4	/DocumentCenter/105/1.8.1 - BDAs (PDF)	3	4
5	/DocumentCenter/176/Membership Appointment Form County (DOC)	3	3
6	/DocumentCenter/442/2017 Executive Meeting Schedule	3	4
7	/DocumentCenter/462/Mn EMS Brief v1 (003) - What is FirstNet?	3	6
8	/DocumentCenter/463/Mn Fire Brief v1 (003) - What is FirstNet?	3	3
9	/DocumentCenter/92/Draft 50-50 Resolution (DOC)	2	2
10	/DocumentCenter/123/Standard 3.14.0 (PDF)	2	2

MOST POPULAR DOWNLOADED FILES: www.cmnradio.org

	Page Name	Unique Downloads	Downloads
1	/DocumentCenter/148/Interoperability Zone Map (PDF)	24	40
2	/DocumentCenter/204/Acronym list 9-14-2015 (PDF)	18	18
3	/DocumentCenter/91/Central Region Grant Reimbursement Process (PDF)	8	9
4	/DocumentCenter/266/Minnesota Communications Field Operations Guide (PDF)	6	6
5	/DocumentCenter/190/ Minnesota's Statewide Radio System- ARMER (PDF)	5	5
6	/DocumentCenter/314/ MNFOG - Version 2.0 DRAFT - MN Communications Field Operations Guide (PDF)	5	7
7	/DocumentCenter/669/ NE radio users conference brochure	5	6
8	/DocumentCenter/90/ Expense Reimbursement Form 2017 (XLS)	4	4
9	/DocumentCenter/Document/View/308/Cass Co Fargo ND ARMER Plan 3-24-2017 (PDF)	4	5
10	/DocumentCenter/116/3.24 RF Control Stations (PDF)	3	3

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	13.50	0.50	0.50
ESB71-710-Web General Admin	3.75		
ESB71-712-Web Support End User	1.75		
ESB71-713-Website Design/Development	11.75		
ESB71-717-Web Support EMAC	1.00		
ESB71-718-Web Gen Adm Non-Region	11.50		
ESB75-751-Cler Gen Adm	4.25		
ESB77-771-Mtg Prep	12.00	0.75	0.75
ESB77-772-Mtg Prep Logger	0.25		
ESB77-774-Mtg Min	26.50		
ESB77-775-Mtg Min Logger	2.00		
Gieseke, Shari	88.25	1.25	1.25
Larson, Brandon			
ESB73-731-System Admin	4.50		
ESB73-734-System Admin Genesis	2.00		
ESB74-741-Equipment Mgt STR	0.75		
ESB74-743-Equipment Mgt	1.00		
Larson, Brandon	8.25		
Myers, Micah			
ESB70-700-Grant Admin	4.50		
Myers, Micah	4.50		
Grand Total:	101.00	1.25	1.25

Information Technology

From 8/1/2017 To 8/31/2017-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, ESB74-743 -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, ESB76-763 -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.

h. **August 2017**

- Motorola configured the Intelligent Middleware (IMW) and other equipment and worked with City staff to make the network connection needed.
- Motorola and City staff conducted initial testing and updates to subscribers for location services and OTAP.