

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 proof of payment for grant expense reimbursements submitting final paperwork to ECN. Checks were mailed for second quarter Financial Status Reports (FSRs) for MN Public Safety Communications Conference reimbursements, Swift County GIS and Stearns County infrastructure. Worked with St. Cloud Police Department and Kandiyohi County to obtain their paperwork in order to submit for SLIGP grant expense reimbursement for the Jamming Exercise. 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: Douglas County, next rotation to Pope County. Retrieve CM Radio Cache to conduct maintenance.
- c. **Project Management:** Continued work with CivicPlus Account Manager to make sure all features related to the website are working correctly. Worked with South Central to secure a date for their website training. Assisted the Southeast Region with adding their board and committee information to the Staff Directory, and then completed the Southeast's Region's ECB Board and RAC Committee webpages. Continued work to modify the website with regional information and to link to state content. Created a regional access membership form for the regions to provide their approved website users and authorizes approvers.
- 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 was approved by the Emergency Services Board. 2018 Meeting Schedules were created. Uploaded current 2017 membership lists to board and committee pages. Attendance Standard spreadsheet was added to every board and committee page. Created a RAC quorum webpage with Doodle Poll. Created an SECB Strategic Plan webpage for the upcoming planning meetings.
- f. **Regional Summit:** Survey Monkey questionnaire results for the 2016 Summit were reviewed by the Executive Committee in June. Owners & Operators/User Committee discussed the concept for an end-user conference. There was no interest from end-users.
- g. **System Administration:**
 - FirstNet – Coordinate return of test AT&T devices to agencies to test and document coverage/speed.
 - CM Logger – Notify Local System Admin's when notification of incorrect secure keys on subscriber.
 - CM Analyzer – Correspondence with Douglas County to see plan for transfer to next agency. Next County, Pope.
 - CM Talkgroups – Process request from Department of Homeland Security for talkgroup request.
 - CM Genesis – Process request for report from Sherburne County

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2. Board Action.

- Approved Representatives for upcoming State Strategic Planning Meeting
- Approved STR – Standards Workgroup Appointment
- Approved RAC Committee’s 2018 Grant Application
- Approved O&O Committee’s funding request for STR cache accessories
- Approved NG911 Committee’s Best Practices Memo request
- Approved Logger Committee Plan Amendment

3. Major Expenditures.

4. Intergovernmental, Board, Committee, Commission Activities.

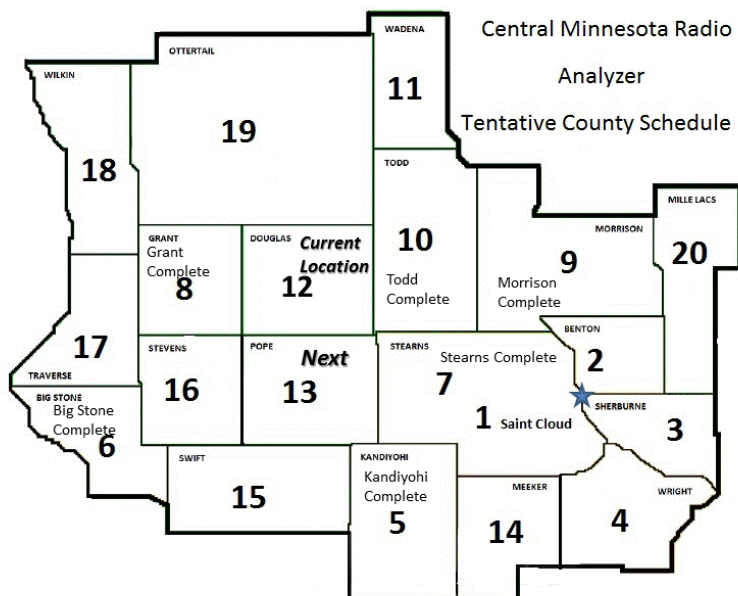
Minnesota PSAP Continuity of Operations Plan (COOP) Planning Workshop – October 25th



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Regional Coordinator Services	Activity	Detail
EQUIPMENT ACTIVITY:		
CM Radio Cache	Maintenance	Conduct Maintenance
STATE MEETINGS:		
OTHER ACTIVITY:		

ANALYZER MAP:





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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/GIS Letter	
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
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.
Northeast Region System Administrator Training	St. Louis County EOC	October 23-26 th	8 a.m. – 4 p.m.
MTUG Meeting	St. Cloud Police Department	October 24 th	10 a.m. – 2 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.
NOVEMBER EVENTS			
EMAC Family Assistance Center Training	Camp Ripley EMTC	November 8-9 th	See Event for Details
DECEMBER EVENTS			
ARMER Radio Trainer	Stevens County EOC	December 5-6 th	9 a.m. – 4 p.m.

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WEBSITE ACTIVITY:

FROM 2017-09-01 TO 2017-09-30
ALL VISITS
DASHBOARD

Overview

REFERRER TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE
Direct Entry	900	3,567	4	5 min 23s	51%
Search Engines	61	297	4.9	3 min 36s	21%
Websites	15	48	3.2	1 min 53s	40%

Visitor Browser

BROWSER	VISITS
Internet Explorer	333
Chrome	252
Firefox	174
Mobile Safari	107
Chrome Mobile	39

Device type

TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE	CONV
Desktop	780	3,375	4.3	5 min 44s	48%	
Smartphone	122	318	2.6	3 min 17s	55%	
Tablet	66	157	2.4	3 min 19s	50%	
Unknown	6	60	10	2 min 1s	33%	
Phablet	2	2	1	0s	100%	

Visitor Map

976 visits

Visits Overview (with graph)

Evolution over the period

Report

- 976 visits
- 5 min 14s average visit duration
- 49% visits have bounced (left the website after one page)
- 4 actions (page views, downloads, outlinks and internal site searches) per visit
- 0.69s average generation time
- 2,850 pageviews, 1,784 unique pageviews
- 14 total searches on your website, 11 unique keywords
- 985 downloads, 705 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	957	366	0:02:04
2	Minnesota Emergency Communications Boards Official Website	623	303	0:01:22
3	Minnesota Emergency Communications Boards	93	58	0:00:47
4	Central Region Boards & Committees Minnesota Emergency Communications Boards	96	54	0:00:20
5	Central Region Minnesota Emergency Communications Boards	58	39	0:00:52
6	Emergency Services Board (ESB) Minnesota Emergency Communications Boards	51	27	0:03:40
7	Choose Your Region for Boards & Committees Minnesota Emergency Communications Boards	36	25	0:01:51
8	Owners & Operators Committee (O&O) Minnesota Emergency Communications Boards	28	20	0:02:09
9	Regional Advisory Committee (RAC) Minnesota Emergency Communications Boards	40	20	0:01:02
10	Northeast Regional Radio Board Minnesota Emergency Communications Boards	42	19	0:00:52



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WEBSITE ACTIVITY:

MOST POPULAR DOWNLOADED FILES:

	Page Name	Unique Downloads	Downloads
1	/DocumentCenter/Document/204/Acronym list 9-14-2015 (PDF)	21	22
2	/DocumentCenter/Document/148/Interoperability Zone Map (PDF)	20	32
3	/DocumentCenter/Document/630/MN Address Point Data Standard_V1	9	9
4	/DocumentCenter/Document/442/2017 Executive Meeting Schedule	8	8
5	/DocumentCenter/Document/678/Camp ripley fac training august 17 2017	7	7
6	/DocumentCenter/Document/190/Minnesota's Statewide Radio System-ARMER (PDF)	6	9
7	/DocumentCenter/Document/309/Cass County Participation Plan Phase Two - 3-20-2017 (PDF)	6	6
8	/DocumentCenter/Document/314/MNFOG - Version 2.0 DRAFT - MN Communications Field Operations Guide (PDF)	6	6
9	/DocumentCenter/Document/348/ Memo for MN Public Safety Communications Conference 2017 (PDF)	5	5
10	/DocumentCenter/Document/669/NE radio users conference brochure	5	5

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	13.75	0.25	0.25
ESB71-710-Web General Admin	5.00	0.25	0.25
ESB71-712-Web Support End User	0.50		
ESB71-713-Website Design/Development	10.75	0.75	0.75
ESB71-714-Web Training	2.25		
ESB71-717-Web Support EMAC	0.50		
ESB71-718-Web Gen Adm Non-Region	2.25		
ESB75-751-Cler Gen Adm	7.00	0.50	0.50
ESB75-753-Cler Gen Adm Logger	0.25		
ESB75-754-Cler Finance	5.25		
ESB77-771-Mtg Prep	13.00	0.75	0.75
ESB77-774-Mtg Min	25.00	0.50	0.50
ESB77-775-Mtg Min Logger	1.00		
Gieseke, Shari	86.50	3.00	3.00
Larson, Brandon			
ESB73-736-System Admin Logger	9.75		
Larson, Brandon	9.75		
Myers, Micah			
ESB70-700-Grant Admin	2.50		
ESB75-751-Cler Gen Adm	5.50		
ESB77-771-Mtg Prep	1.50		
Myers, Micah	9.50		
Neussendorfer, Andrew			
ESB73-736-System Admin Logger	4.00		
Neussendorfer, Andrew	4.00		
Grand Total:	109.75	3.00	3.00

Information Technology

From 9/1/2017 To 9/30/2017-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, ESB73-733 -System Admin Talkgroups, 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

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

i. **September 2017**

- We have Network connectivity.
- Have not been able to see live GIS data yet.
- Did brief testing on over the air, so far programming radio management tool seems to be working.
- Need put in another router to address network connectivity issues for other participating agencies.
- Legacy radio testing for the XTS line will require a flash kit upgrade from Motorola, the flash kit is still available through the end of the year. The 5000 kits were done last year. If you have another vendor, will just need feature set in the radio. Mike Kahl from Granite Electronics will research the XTS or XTL cost.
- We received replacement radios and have now deployed them out for testing.
- Next part of project is more in-depth testing, afterwards we'll start addressing governance and developing standards.