

Regional Coordinator Monthly Report

submitted by Micah Myers

1. Major Topics/Issues/Activities.

- a. **Grants Management.** Continued work with Stearns County to gather invoices, proof of payment and equipment serial numbers. Working with several counties (Stevens, Traverse, Wilkin, and Mille Lacs) to secure grant dollars to cover the cost of updating their GIS line work. Completed the application forms for the 2017 re-application grant; the grant has been fully executed for the following counties: Big Stone, Grant, Wilkin, and Stearns. Mailed Attendance Standard compliance letter packets to two more counties. Completed the Central MN Emergency Services Board insurance renewal. Finalized and submitted PY2018 FY2017 SHSP grant application.
- 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 to modify the website with state-wide regional information. Completed Appointment Forms for Membership page for the Central Region. Created Documents & Resources pages, Grant Documents pages and Standards pages for other regions. Provided guidance to the Southeast Region on how to add information to pages using the easy-to-use widgets.
- d. **State Committee Meetings:** Attended OTC meeting via conference call (No Charge).
- e. **Meeting Materials:** Created a memo packet for each County Sheriff with the NG911 Committee's Central MN Emergency Communications Professional Best Practices Guide. Uploaded 2018 Meeting Schedules for the Board and Committees to the website. Updated Attendance Standard through October.
- 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:**
 - CM Analyzer – Correspondence with Douglas County to see plan for transfer to next agency. Next County, Pope (Waiting for notice that Pope has the analyzer).
 - CM Analyzer – Correspondence with Ottertail regarding rotation map and a concern regarding the long duration it takes to rotate through the membership.
 - CM Talkgroups – Process request from TaskForce 1 via Dakota County for CM CALL-CM12.
 - Super Bowl Communications – Contact air asset agencies to determine what resources they have in their radios for regional contingency discussion (No Charge).
 - CM Cache – Purchase speaker mics for cache radios, approved by CMESB.

Regional Coordinator Monthly Report
submitted by Micah Myers

2. Board Action.

September 27, 2017:

- 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.

Purchased batteries and remote speaker mics for the radio cache.

4. Intergovernmental, Board, Committee, Commission Activities.

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

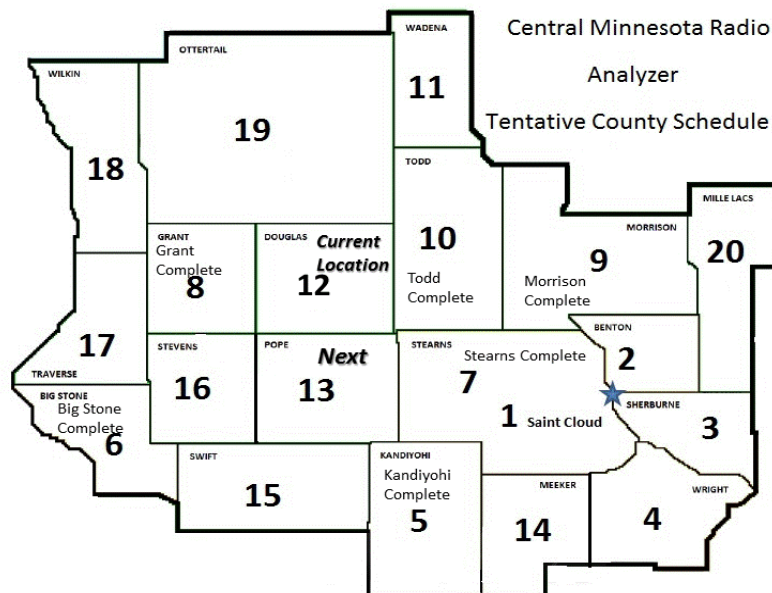
Attend Metro Radio TOC meeting (No Charge) – Topics brought back to region – Super Bowl 52



Regional Coordinator Monthly Report
submitted by Micah Myers

| Regional Coordinator Services | Activity | Detail |
|-------------------------------|----------|--|
| EQUIPMENT ACTIVITY: | | |
| CM Cache Speaker Mics | Purchase | Purchase speaker mics approved by CMESB. |
| STATE MEETINGS: | | |
| OTC | Attend | No Charge |
| SECB | Attend | No Charge |
| OTHER ACTIVITY: | | |
| Webinar | Attend | No Charge, Learn about new products and managed services. Potential options for regional resources (analyzer). |

ANALYZER MAP:



Reporting Period November 2017



Regional Coordinator Monthly Report
submitted by Micah Myers

| 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 | \$4,954.85 | \$24,545.15 |
| 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 | \$22,790.11 | \$24,459.89 |
| Planning | \$8,500.00 | | \$8,500.00 |
| Training | \$16,500.00 | \$2,465.84 | \$14,034.16 |
| SHSP Activity: (1/1/17 – 12/1/17) | | | |
| Equipment: Stearns County (Micro) | \$126,045.20 | \$56,388.91 | \$69,656.30 |
| Equipment: Wilkin County | \$7,500.00 | \$7,500.00 | \$0.00 |
| Training | \$25,000.00 | \$25,000.00 | \$0.00 |
| 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, 2018 | Correspondence/Minutes | |

Reporting Period November 2017



Regional Coordinator Monthly Report
submitted by Micah Myers

| UPCOMING EVENTS | Location | Date | Time |
|--|--------------------|----------------------------|-----------------------|
| NOVEMBER 2017 EVENTS | | | |
| EMAC Family Assistance Center Training | Camp Ripley EMTC | November 8-9 th | See Event for Details |
| | | | |
| | | | |
| DECEMBER 2017 EVENTS | | | |
| ARMER Radio Trainer | Stevens County EOC | December 5-6 th | 9 a.m. – 4 p.m. |
| | | | |
| | | | |
| | | | |

SAVE THE DATE
for the
Minnesota Public Safety Communications Conference 2018!
April 23-25, 2018 @ River's Edge Convention Center, St. Cloud, MN

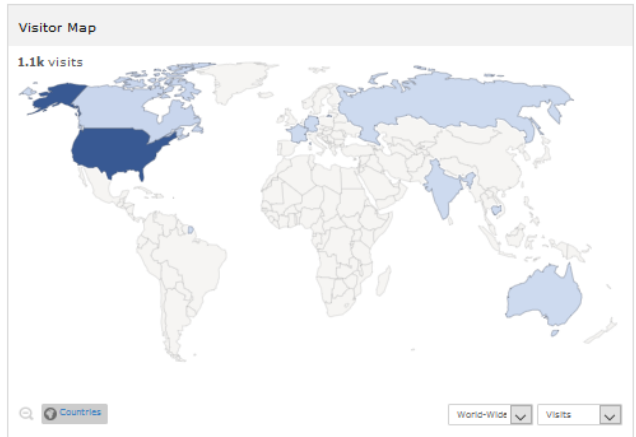
Regional Coordinator Monthly Report
submitted by Micah Myers

WEBSITE ACTIVITY:

FROM 2017-11-01 TO 2017-11-30 ALL VISITS DASHBOARD

Overview

| REFERRER TYPE | VISITS | ACTIONS | ACTIONS PER VISIT | AVG. TIME ON WEBSITE | BOUNCE RATE |
|----------------|--------|---------|-------------------|----------------------|-------------|
| Direct Entry | 1,042 | 4,258 | 4.1 | 6 min 1s | 49% |
| Search Engines | 77 | 387 | 5 | 2 min 24s | 30% |
| Websites | 7 | 37 | 5.3 | 12 min 14s | 29% |

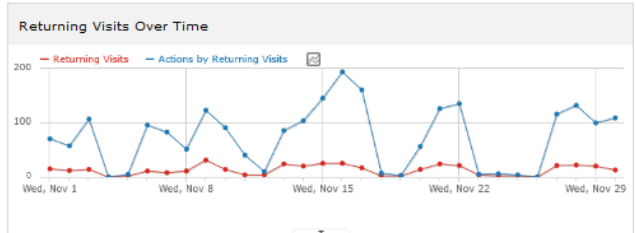


Visitor Browser

| BROWSER | VISITS |
|-------------------|--------|
| Internet Explorer | 412 |
| Chrome | 312 |
| Firefox | 182 |
| Mobile Safari | 116 |
| Chrome Mobile | 52 |

1-5 of 15 NEXT

Related report: Browser version



Device type

| TYPE | VISITS | ACTIONS | ACTIONS PER VISIT | AVG. TIME ON WEBSITE | BOUNCE RATE | CON |
|------------|--------|---------|-------------------|----------------------|-------------|-----|
| Desktop | 920 | 4,074 | 4.4 | 6 min 22s | 47% | |
| Smartphone | 146 | 325 | 2.2 | 2 min 23s | 59% | |
| Tablet | 58 | 220 | 3.8 | 5 min 28s | 34% | |
| Unknown | 2 | 63 | 31.5 | 15 min 16s | 50% | |

1-4 of 4

Visitor Location (City)

| CITY | VISITS |
|--|--------|
| Unknown | 471 |
| Saint Paul, Minnesota, United States | 187 |
| Minneapolis, Minnesota, United States | 45 |
| Saint Cloud, Minnesota, United States | 36 |
| Buffalo, Minnesota, United States | 31 |
| Fargo, North Dakota, United States | 29 |
| Vancouver, British Columbia, Canada | 28 |
| Maple Grove, Minnesota, United States | 20 |
| Elk Grove Village, Illinois, United States | 18 |
| Loveland, Ohio, United States | 18 |
| Parkers Prairie, Minnesota, United States | 17 |



Regional Coordinator Monthly Report
submitted by Micah Myers

WEBSITE ACTIVITY:

MOST VISITED SITES:

| | Page Name | Page Views | Unique Page Views | Avg. Time |
|----|--|------------|-------------------|-----------|
| 1 | Minnesota Emergency Communications Boards | 1,074 | 465 | 0:02:22 |
| 2 | Minnesota Emergency Communications Boards Official Website | 639 | 350 | 0:01:31 |
| 3 | Central Region Boards & Committees Minnesota Emergency Communications Boards | 155 | 112 | 0:01:11 |
| 4 | Minnesota Emergency Communications Boards | 132 | 87 | 0:01:36 |
| 5 | Central Region Minnesota Emergency Communications Boards | 99 | 62 | 0:01:29 |
| 6 | Regional Advisory Committee (RAC) Minnesota Emergency Communications Boards | 76 | 49 | 0:02:20 |
| 7 | Choose Your Region for Boards & Committees Minnesota Emergency Communications Boards | 53 | 42 | 0:01:34 |
| 8 | Documents & Resources Minnesota Emergency Communications Boards | 76 | 39 | 0:01:36 |
| 9 | Emergency Management Advisory Committee (EMAC) Minnesota Emergency Communications Boards | 59 | 38 | 0:02:17 |
| 10 | Appointment Forms for Membership Minnesota Emergency Communications Boards | 54 | 32 | 0:03:21 |



Regional Coordinator Monthly Report
submitted by Micah Myers

WEBSITE ACTIVITY:

MOST POPULAR DOWNLOADED FILES:

| | Page Name | Unique Downloads | Downloads |
|----|--|-------------------------|------------------|
| 1 | mnecb.org/DocumentCenter/Document/View/882/Mille Lacs Band of Ojibwe MN ARMER Plan 9-1-2017 | 27 | 38 |
| 2 | www.cmnradio.org/DocumentCenter/Document/View/148/ Interoperability Zone Map (PDF) | 14 | 19 |
| 3 | mnecb.org/DocumentCenter/Document/View/90/Expense Reimbursement Form 2017 (XLS) | 12 | 16 |
| 4 | mnecb.org/DocumentCenter/Document/View/871/COOP Template (Doc) | 10 | 13 |
| 5 | www.cmnradio.org/DocumentCenter/Document/View/308/Cass Co Fargo ND ARMER Plan 3-24-2017 (PDF) | 10 | 12 |
| 6 | www.cmnradio.org/DocumentCenter/Document/View/204/Acronym list 9-14-2015 (PDF) | 9 | 10 |
| 7 | mnecb.org/DocumentCenter/Document/View/177/Notification of Membership Change Procedure (PDF) | 8 | 10 |
| 8 | cmnradio.org/DocumentCenter/Document/View/765/FAD TTX Schedule - October 2017 | 7 | 10 |
| 9 | mnecb.org/DocumentCenter/Document/View/163/ HSEM Monthly training 2017 (PDF) | 7 | 8 |
| 10 | mnecb.org/DocumentCenter/Document/View/873/Letterhead Example | 7 | 7 |

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 | 10.75 | 1.25 | 1.25 |
| ESB71-710-Web General Admin | 7.75 | 0.25 | 0.25 |
| ESB71-713-Website Design/Development | 2.25 | | |
| ESB71-715-Web Content Development | 0.75 | | |
| ESB71-717-Web Support EMAC | 0.25 | | |
| ESB71-718-Web Gen Adm Non-Region | 4.25 | 1.00 | 1.00 |
| ESB75-751-Cler Gen Adm | 11.25 | | |
| ESB75-754-Cler Finance | 0.25 | | |
| ESB77-771-Mtg Prep | 7.75 | 1.25 | 1.25 |
| ESB77-772-Mtg Prep Logger | 0.25 | | |
| ESB77-773-Mtg Prep EMAC | 0.25 | | |
| ESB77-774-Mtg Min | 29.25 | | |
| ESB77-775-Mtg Min Logger | 5.00 | | |
| Gieseke, Shari | 80.00 | 3.75 | 3.75 |
| Larson, Brandon | | | |
| ESB73-731-System Admin | 0.50 | | |
| ESB73-733-System Admin Talkgroups | 0.50 | | |
| ESB74-742-Equipment Mgt Analyzer | 0.75 | | |
| Larson, Brandon | 1.75 | | |
| Myers, Micah | | | |
| ESB70-700-Grant Admin | 2.00 | | |
| ESB73-731-System Admin | 3.00 | | |
| ESB75-751-Cler Gen Adm | 3.00 | | |
| Myers, Micah | 8.00 | | |
| Grand Total: | 89.75 | 3.75 | 3.75 |

Information Technology

From 11/1/2017 To 11/30/2017-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.

j. October 2017

- After network connection verified, waiting for ProWest to install API and verify live GPS data collection.
- Work to develop test process for OTAP.
- Troubleshooting connectivity for ProWest into the IMW to collect GPS data. Working with Motorola, ProWest and City staff.

k. November 2017

- ProWest & Motorola troubleshoot connectivity for mapping API to the IMW.
- ProWest to evaluate any needed changes to API.
- Motorola to report recommended cadence settings based upon traffic modeling.

l. December 2017

- Schedule initial acceptance testing with Motorola regarding the over the air programming.
- Correspond with Mille Lacs County regarding programming considerations for a Mille Lacs County radio to utilize IV&D.