

Regional Coordinator Monthly Report submitted by Micah Myers

1. Major Topics/Issues/Activities.

- a. **Grants Management.** Continued work with Stearns and Swift counties to gather invoices and proof of payment. Processed fourth quarter 2017 check payments to Stearns and Swift counties. Submitted first quarter Financial Status Reports to ECN. Worked with ECN to complete ECN's Training/Exercise Authorization Request Forms for the 2018 Training Roadmap. Working with Big Stone, and Stevens counties for upcoming FY2018-2019 SECB grant application. Plan to resubmit all of the GIS applications, except for Stevens County, that were denied with the 2018 SHSP application. The CMNESB granted authority to RAC to apply for the 2018-2019 SECB grant if application period closes before they meet again. Located Central Region STR purchases for STR Committee. Revised the Public Safety Communications Conference webpage with grant reimbursement information for the regions. Sent Central Region County Auditors the Proof of Payment explanation webpage.
- b. **Equipment Management:** CM Analyzer to return to Regional Coordinator for inspection after two agencies had difficulty using it.
- c. **Project Management:** Continued work to modify the website with regional information. Cleaned up Document Center archive folders from the old website. Worked with CivicPlus to update MNECB information in analytic software. Followed-up with regions regarding homepage content. Created Northwest and Northeast Appointment Forms pages. Revised the Northwest's Grant Reimbursement Process page, and updated Northwest's expense form to 2018. Added Northeast's and Southeast's grant expense forms to their pages. Worked with CivicPlus to get current website storage amounts. Created MNECB annual budget meeting agenda packet and Best Practices for the regions. MNECB annual budget meeting during the MN Public Safety Communications Conference.
- d. **State Committee Meetings:** None
- e. **Meeting Prep:** Worked with RAC, O&O/User, NG911 and EMAC committee chairs to create agenda packets uploading packets to MNECB.org. Created monthly Doodle Poll for RAC Committee. Revised RAC Committee meeting schedule and updated all RAC Committee Calendar events. Added EMAC meetings to the website Calendar. Retrieved standards as requested by O&O Committee Chair. Updated Attendance score spreadsheet. Sent the final copy of the Mille Lacs County Text-to-911 MOU with all county signature pages on the NG911 Committee members list serve.
- f. **Regional Summit:** There was no interest from end-users when the Owners & Operators/User Committee discussed the concept for an end-user conference in 2017.

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g. System Administration:

- CM Sys Admin – Provide talkgroup information to Border Patrol/IRS/Great Lakes Indian Fish & Wildlife Commission. Meet with IRS and provide keys.
- CM Sys Admin – Assist Wadena with activating new radio IDs.
- CM Logger – Assist Pope County with installation of new premise logger.
- CM Analyzer – Test analyzer after two members had issues using it.

2. Board Action.

March 28, 2018:

- Board approved single payment to the Odyssey Group for Central MN members ECN conference registration fees.
- Board approved the 2018 ECN conference reimbursements rates memo.
- Board approved the required annual audit of the Board's finances.
- Board approved the Regional Coordinator Contract for the same dollar amounts.

3. Major Expenditures.

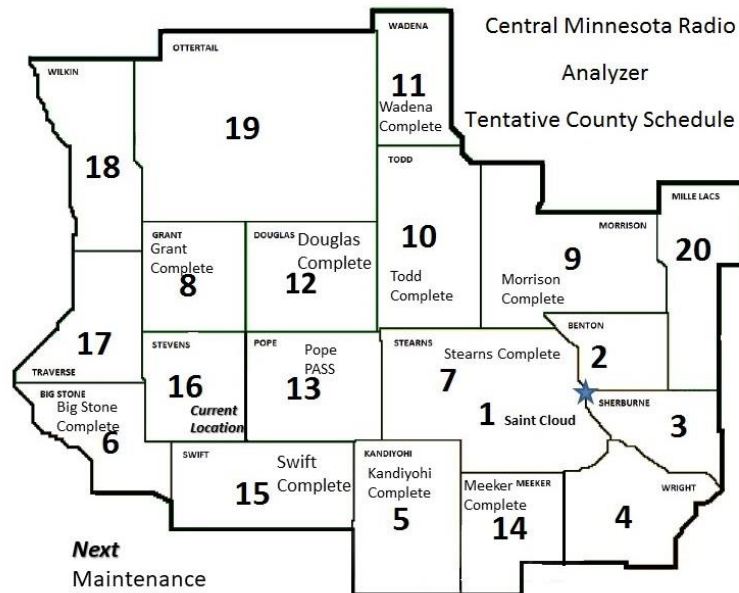
4. Intergovernmental, Board, Committee, Commission Activities.

- Sherburne County announced that they'll be withdrawing from the Central MN Emergency Services Board at the end of 2018.
- Working with the Mille Lacs Band for potential membership on the JPA

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Regional Coordinator Services	Activity	Detail	Date
EQUIPMENT ACTIVITY:			
Analyzer	Test	Test analyzer after members having issues	April
STATE MEETINGS:			
OTHER ACTIVITY:			
CM Logger	Attend	Assist Pope County with installation of new premise logger.	4/5/2018

ANALYZER MAP:





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GRANT ACTIVITY	Allocation	Total Submitted	Remaining
2018 SECB Activity: (1/1/17 -6/30/18) – re-application			
Big Stone County GIS Project	\$22,000.00		\$22,000.00
Grant County GIS Project	\$26,000.00		\$26,000.00
Stearns County Redundant Link Extra Costs	\$1,750.00	\$363.28	\$1,386.72
Wilkin County ASR GTR Extra Costs	\$2,500.00	\$2,026.99	\$473.01
2017 SECB Activity: (1/1/17 - 6/30/18)			
Mille Laes County	\$126,045.20		\$126,045.20
Stearns County (Microwave Link)	\$23,954.80	\$23,954.80	\$0.00
Stearns County (Redundant Link)	\$71,000.00	\$54,175.20	\$16,824.80
Swift County GIS Project	\$47,250.00	\$34,095.50	\$13,154.50
Planning	\$8,500.00		\$8,500.00
Training	\$16,500.00	\$8,415.84	\$8,084.16
2017 SHSP Activity: (1/1/18 – 12/1/18)			
Training	\$26,000.00	\$5,350.00	\$20,650.00
IMPORTANT GRANT DATES			
	Deadline	Submit	
Grant Applications Due (Round #1)	December 1	Vendor Quote/GIS Letter	
Grant Application (Round #2)	May 2018 (tentative)	Vendor Quote/GIS Letter	
Proof of Progress	July 1, 2018	Correspondence/Minutes	
Equipment Serial #'s for Equipment Logs	By Grant End Date	Serial #'s from Vendor	

Reporting Period April 2018



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UPCOMING EVENTS	Location	Date	Time
APRIL 2018 EVENTS			
MN Public Safety Communications Conference	St. Cloud	April 23-25 th	
Threat Liasion Officer Training	Alexandria	April 3	8:30a.m.- 12 p.m.
Threat Liasion Officer Training	Waite Park	April 5	8:30 a.m. – 12 p.m.
MAY 2018 EVENTS			
JUNE 2018 EVENTS			
MCC7500 Console Config Training	Alexandria	June 4 th	9 a.m. – 5 p.m.
ICS Principles/Communications Planning Training	Alexandria	June 19 th – June 20 th	9 a.m. – 4 p.m.

SAVE THE DATE
for the
Regional Leadership Group Meeting

Monday, July 23, 2018 @ MnDOT St. Cloud Training Center

Regional Coordinator Monthly Report

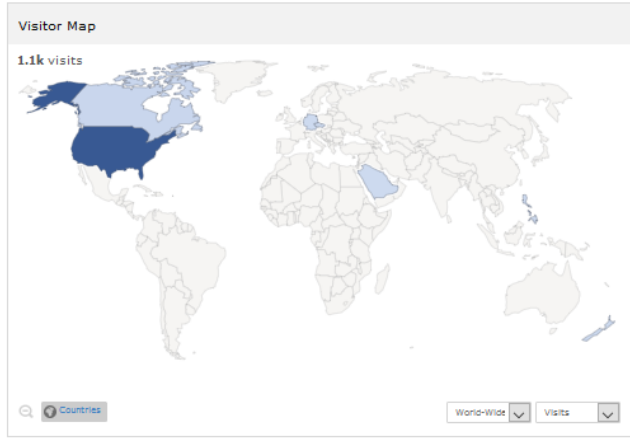
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WEBSITE ACTIVITY:

WEBSITE: MINNESOTA BHER... FROM 2018-04-01 TO 2018-04-30 ALL VISITS DASHBOARD

Overview

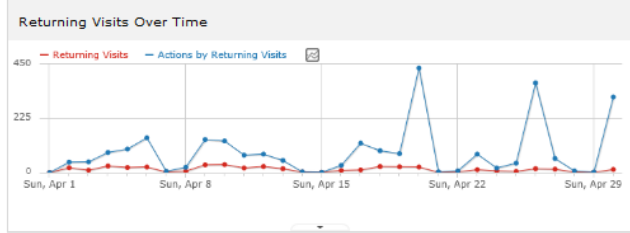
REFERRER TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE
Direct Entry	919	3,598	3.9	4 min 55s	54%
Search Engines	141	631	4.5	3 min 4s	37%
Websites	14	169	12.1	21 min 23s	36%



Visitor Browser

BROWSER	VISITS
Internet Explorer	385
Chrome	354
Firefox	146
Mobile Safari	81
Chrome Mobile	45

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Device type

TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE
Desktop	911	4,008	4.4	5 min 15s	50%
Smartph	102	203	2	1 min 20s	62%
Tablet	56	181	3.2	5 min 56s	55%
Unknown	4	4	1	0s	100%
Phablet	1	2	2	16s	0%

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Visitor Location (City)

CITY	VISITS
Unknown	386
Saint Paul, Minnesota, United States	196
Minneapolis, Minnesota, United States	43
Buffalo, Minnesota, United States	41
Rochester, Minnesota, United States	35
Maple Grove, Minnesota, United States	28
Vancouver, British Columbia, Canada	27
Parkers Prairie, Minnesota, United States	25
Saint Cloud, Minnesota, United States	15
Saint Peter, Minnesota, United States	14
Elk Grove Village, Illinois, United States	13

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WEBSITE ACTIVITY:

MOST VISITED SITES:

	Page Name	Page Views	Unique Page Views	Avg. Time
1	Minnesota Emergency Communications Boards	983	447	0:01:05
2	Minnesota Emergency Communications Boards Official Website	618	327	0:01:16
3	Minnesota Public Safety Communications Conference Minnesota Emergency Communications Boards	133	96	0:01:09
4	Minnesota Emergency Communications Boards	118	69	0:00:40
5	Documents & Resources Minnesota Emergency Communications Boards	154	40	0:00:55
6	Central Region Boards & Committees Minnesota Emergency Communications Boards	45	36	0:00:24
7	Central Region Grant Reimbursement Process Minnesota Emergency Communications Boards	53	31	0:01:02
8	Central Region Minnesota Emergency Communications Boards	41	29	0:00:45
9	South Central Region Minnesota Emergency Communications Boards	57	26	0:00:50
10	Northeast Region Minnesota Emergency Communications Boards	45	20	0:00:27

MOST POPULAR DOWNLOADED FILES:

	Document Name	Unique Downloads	Downloads
1	mnecb.org/DocumentCenter/148/Interoperability Zone Map (PDF)	13	14
2	www.mnecb.org/DocumentCenter/Document/1004/TCPP Save-the-Date	9	11
3	www.cmnradio.org/DocumentCenter/Document/871/COOP Template (Doc)	7	7
4	mnecb.org/Document/308/Cass Co Fargo ND ARMER Plan 3-24-2017 (PDF)	6	6
5	www.mnecb.org/DocumentCenter/103/1.5a - Revisions And Changes (PDF)	6	9
6	dps.mn.gov/divisions/ecn/programs/interoperability/Documents/FOGs and FOG related/MnFOG 2-2 -- 2017-10-26.pdf	5	9
7	www.cmnradio.org/DocumentCenter/Document/View/197/MnDOT Overview - Summary and ARMER Status Update (PDF)	5	5
8	mnecb.org/DocumentCenter/Document/View/348/Memo for MN Public Safety Communications Conference 2018 (PDF)	4	4
9	mnecb.org/DocumentCenter/713/Attendance Score thru March 2018	5	5
10	mnecb.org/DocumentCenter/Document/View/882	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	10.25		
ESB70-702-Grant Admin EMAC	2.25		
ESB71-710-Web General Admin	5.75	1.00	1.00
ESB71-713-Website Design/Development	9.00		
ESB71-714-Web Training	7.00	0.50	0.50
ESB71-717-Web Support EMAC	0.50		
ESB71-718-Web Gen Adm Non-Region	3.25	0.25	0.25
ESB75-751-Cler Gen Adm	26.00	0.50	0.50
ESB75-754-Cler Finance	0.25		
ESB77-771-Mtg Prep	2.75	0.25	0.25
ESB77-774-Mtg Min	9.25	4.75	4.75
Gieseke, Shari	<u>76.25</u>	<u>7.25</u>	<u>7.25</u>
Larson, Brandon			
ESB73-733-System Admin Talkgroups	4.25		
ESB73-736-System Admin Logger	7.50		
Larson, Brandon	<u>11.75</u>		
Myers, Micah			
ESB70-700-Grant Admin	1.00		
ESB77-771-Mtg Prep	1.50		
Myers, Micah	<u>2.50</u>		
Neussendorfer, Andrew			
ESB73-736-System Admin Logger	5.00		
Neussendorfer, Andrew	<u>5.00</u>		
Grand Total:	<u><u>95.50</u></u>	<u><u>7.25</u></u>	<u><u>7.25</u></u>

Information Technology

From 4/1/2018 To 4/30/2018-Uses actual work date

ESB70-700 -Grant Admin, ESB70-702 -Grant Admin EMAC, 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, ESB76-762 -Prj Mgt Logger PM, 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.
- Had a meeting with CAD/GIS/Agencies to discuss integrating the location reporting to an already in-use mapping system.
- Suffered a two-week outage for IV&D, possible cause faulty switch. Replaced by Motorola.

m. January 2018

- Coordinate meeting with GIS providers to provide the mapping side of GPS location reporting.
- Conduct testing to verify all connectivity for location reporting and over the air programming.
- Sent first larger-scale POP25 (OTAP) programming job. Users reported some beginnings of transmissions lost. Case opened with Motorola.
- Held meeting with Stearns County, GeoComm, ProWest, TriTech & City to discuss CAD and in-vehicle maps and ability to add radio GPS.
- Presented at the Regional Leadership Meeting.

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

n. February 2018

- Work with mapping vendors for possible pilot with radio GPS mapped.
- Work with city staff to update pilot computers for police and fire to evaluate GeoLynx product.
- Meeting with Motorola regarding information for “protected” and “unprotected” enhanced data channels. Review capabilities and restraints regarding traffic data analysis of STC Simulcast.
- Discuss with Motorola issues with POP25/OTAP regarding loss of receive voice traffic for a subscriber receiving data from programming job. Follow-up required by Motorola.

o. March 2018

- Discussions with Motorola to address loss of receive audio from voice transmission on a subscriber while the subscriber is receiving an over the air program.
- Motorola provided suggested roadmap to mitigate this issue, including a potential scheduling process.
- Meetings with mapping vendor.
- Review of traffic analysis for GPS cadence recommendations. Further traffic analysis to be completed by Motorola. Discussions surrounding site configurations for data.
- Discussions to determine what settings would have a potential systemwide use for governance consideration.

p. April 2018

- Conducted final functional acceptance test to prove that when all voice channels are being used and enhanced data (location) is being transmitted on the last channel that a voice call will override the enhanced data.
- Continued discussions with mapping vendors and view of proof of concept for mapping.
- Coordinate vendor mapping presentation and connection to IMW to receive live GPS data.