

Regional Coordinator Monthly Report submitted by Micah Myers

1. Major Topics/Issues/Activities.

- a. **Grants Management.** ECN Grants Workgroup call on January 4th. Completed 3rd quarter Progress Report for SECB. Processed a 2018 check to Stevens County for the SHSP grant.
- Big Stone County CRAE project – Awarded \$11,653.07 (SECB 2018 – 2019)
 - Stevens County – EMS Radio –Awarded \$20,240.00 (2017 SHSP Turn-Back)
 - Regional Training – Awarded \$25,000.00 (SECB 2018 – 2019)
 - Wilkin County GIS – Awarded \$26,880.00 (SECB 2018 – 2019)
 - Traverse County GIS – Awarded \$22,525.00 (SECB 2018 – 2019)
 - Stearns County Sartell School BDA – Awarded \$23,632.70 (SECB 2018 – 2019)
 - Stearns County Albany School BDA – Applied \$12,444.42
 - City of St Cloud School BDA – Awarded \$19,330.86 (SECB 2018 – 2019)
 - Grant County School BDA – Budgeting
 - Otter Tail County ASR Site - Budgeting (**See also GRANT ACTIVITY table on Page #4**)
- b. **Equipment Management:** Benton County has possession of the analyzer. Correspond with Benton County regarding CM Analyzer movement. Coordinate with Northland Business for quarterly maintenance on the CM Logger.
- c. **Project Management:** Continued work to add statewide information to the website. Added 2019 MN Public Safety Communications Conference image to the homepage slideshow plus created a registration button with links to the region’s grant reimbursement processes. Updated all calendars for the Board and Committees plus the Training Calendar for 2019. Reviewed and modified all Committees pages. Revised the Standards page with Central Region standards. Gave website access to a new Northwest Region staff. Sent Regions their website contacts for annual review. Reminded Regions to add their trainings to the Training Calendar. Waiting on DPS’s PIO to create new regional map images for Central and Metro Regions for 2019.
- d. **State Committee Meetings:** Requested by the region delegate to attend the OTC meeting due to delegate and alternate not able to attend. Provided region update to the committee. Attended Regional Leadership Meeting for MNECB website and grants.
- e. **Meeting Prep:** Processed membership appointment forms for several counties. Worked with Committee chairs on agenda materials. Uploaded agendas to the MNECB website. Created monthly Doodle Poll for RAC Committee. Completed Attendance Standard spreadsheet. Worked with Douglas County to reserve meeting rooms for 2019. Continued work with Committee Chairs and City IT staff regarding One Drive file sharing.
- 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:

- CASM Admin – Attend in-person all day meeting.
- Meeting with Douglas County to discuss talkgroup/radio ID cleanup.
- Survey the region for interest to conduct region-wide radio purchase.
- Reach out to region COMU personnel to compile activity report for ECN.
- Coordinate System Admin contact list update.
- Genesis – Report request forwarded from Carris Health from Kandiyohi.

2. Board Action.

January 30, 2019:

- Board elected a new Chair and Vice Chair.
- Board approved reimbursing for the MN Public Safety Communications Conference at the same rate as last year.
- Board approved the renewal of the Regional Coordinator contract with the City of St. Cloud.
- Board approved the annual Audit engagement letter be administratively signed annually if within the approved Budget amount.
- Board approved the Motorola SUA memo to ECN.

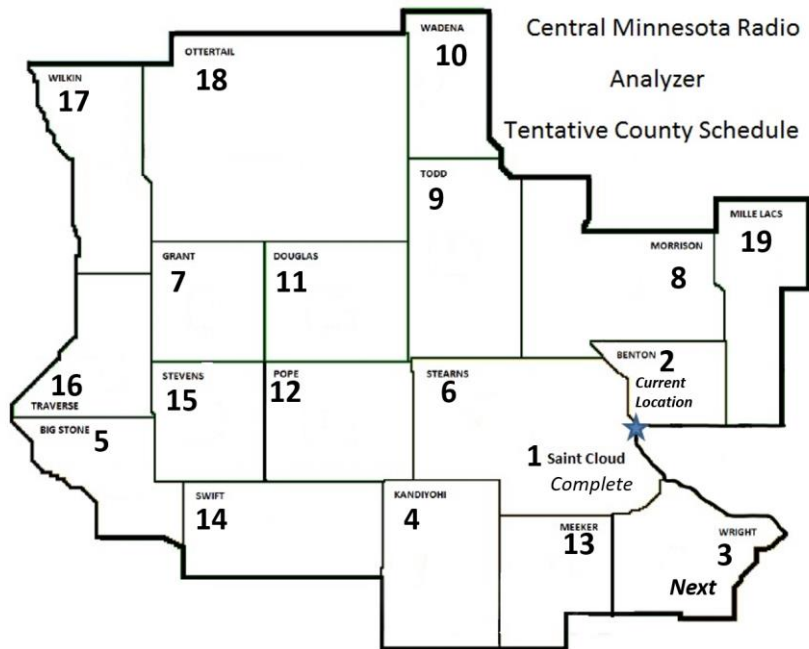
3. Major Expenditures.

4. Intergovernmental, Board, Committee, Commission Activities.

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EQUIPMENT ACTIVITY	Activity	Detail
STR (Mobile Tower)	Available	Contact Douglas County Sheriff's Office to request 320-762-8151
CM Radio Cache (XTS 1500 – qty 30)	Available	Contact Douglas County Sheriff's Office to request 320-762-8151
CM Radio Cache (APX 7000 – qty 8)	Available	Contact Douglas County Sheriff's Office to request 320-762-8151; encryption capable.
EQUIPMENT STATUS		
Genesis	Available	Contact Brandon Larson to request system reports 320-650-3304. Request must be from or approved by the Local System Administrator.
Analyzer	In-Use	Currently at Benton County.
CM Logger	Online	
OTHER ACTIVITY:		

ANALYZER MAP:





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GRANT ACTIVITY	Allocation	Total Submitted	Remaining
2019 SECB Activity: (7/1/18 -12/31/19)			
Training/Planning	\$25,000.00	\$0.00	\$25,000.00
Traverse County GIS	\$22,525.00	\$0.00	\$22,525.00
Wilkin County GIS	\$26,880.00	\$0.00	\$26,880.00
Big Stone County CRAE - Ortonville	\$11,653.07	\$0.00	\$11,653.07
City of St. Cloud Tech High School BDA	\$19,330.86	\$0.00	\$19,330.86
Stearns County Sartell High School BDA	\$23,632.70	\$0.00	\$23,632.70
2018 SHSP Activity: (1/1/19 – 12/1/19) – Grant Agreement is in Process			
Training/Exercises	\$32,173.71	\$0.00	
IMPORTANT GRANT DATES			
Grant	Deadline	Submit	
SHSP Grant Applications Due (Round #1)	December	Vendor Quote/GIS Letter	
SHSP Proof of Progress Due	July 1 st	Correspondence/Minutes	
SHSP Turn Back Funds Evaluated (Round #2)	August (tentative)	Vendor Quote/GIS Letter	
SECB Grant Applications Due (Round #1)	July	Vendor Quote/GIS Letter	
SECB Proof of Progress Due	March 1 st	Correspondence/Minutes	
SECB Turn Back Funds Evaluated (Round #2)	March (tentative)	Vendor Quote/GIS Letter	
Equipment Serial #'s for Grant Equipment Logs	By Grant End Date	Vendor Packing Slips	

Reporting Period January 2019



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UPCOMING EVENTS	Location	Date	Time
January 2019			
Regional Leadership Meeting	St. Cloud MnDOT	January 28 th	10 a.m. – 3:00 p.m.
February 2019			
March 2019			
ARMER Dispatcher Training	Alexandria Technical College	March 11 th	9:00 a.m. – 5:00 p.m.

SAVE THESE 2019 DATES!

**Regional Leadership Group Meeting
Monday, January 28, 2019 @ MnDOT St. Cloud Training Center**

&

**MN Public Safety Communications Conference
Monday, April 29, 2019 – Wednesday, May 1, 2019
River’s Edge Convention Center and Kelly Inn, St. Cloud**

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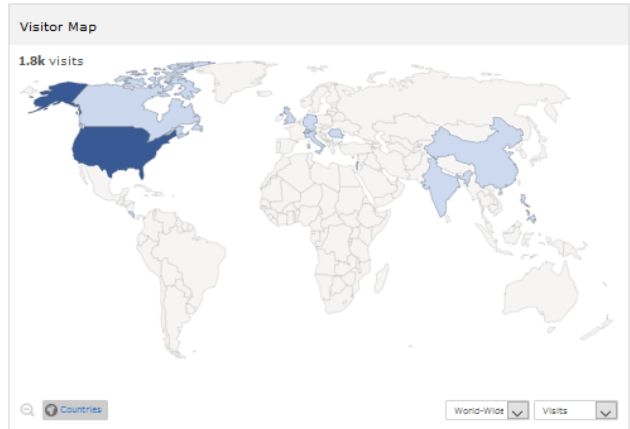
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WEBSITE ACTIVITY:

WEBSITE: MINNESOTA EHER... FROM 2019-01-01 TO 2019-01-31 ALL VISITS DASHBOARD

Overview

REFERRER TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE
Direct Entry	1,477	4,898	3.3	5 min 41s	53%
Search Engines	255	899	3.5	2 min 54s	39%
Websites	22	57	2.6	1 min 4s	55%

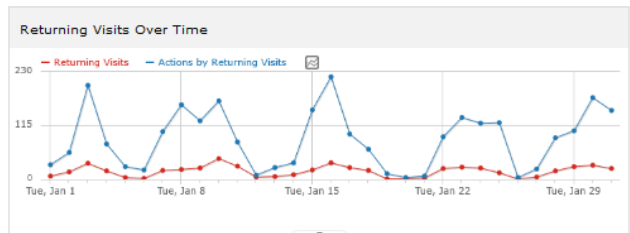


Visitor Browser

BROWSER	VISITS
Chrome	638
Internet Explorer	531
Mobile Safari	152
Firefox	149
Chrome Mobile	104

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Related report: Browser version



Device type

TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE
Desktop	1,391	5,006	3.6	5 min 38s	48%
Smartphone	230	470	2	2 min 5s	63%
Tablet	98	199	2	2 min 49s	59%
Unknown	31	174	5.6	18 min 37s	61%
Phablet	4	5	1.3	35s	75%

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Visitor Location (City)

CITY	VISITS
Unknown	749
Raleigh, North Carolina, United States	131
Minneapolis, Minnesota, United States	113
Saint Paul, Minnesota, United States	94
Chicago, Illinois, United States	41
New London, Minnesota, United States	33
Saint Cloud, Minnesota, United States	33
Farmington, Minnesota, United States	30
Fergus Falls, Minnesota, United States	30
Rochester, Minnesota, United States	25
Ashburn, Virginia, United States	24

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WEBSITE ACTIVITY:

MOST VISITED SITES:

	Page Name	Page Views	Unique Page Views	Avg. Time
1	Minnesota Emergency Communications Boards	1,460	674	0:01:24
2	Minnesota Emergency Communications Boards Official Website	759	441	0:00:56
3	Central Region Boards & Committees Minnesota Emergency Communications Boards	201	132	0:00:20
4	Minnesota Emergency Communications Boards	123	94	0:00:18
5	Emergency Services Board (ESB) Minnesota Emergency Communications Boards	103	76	0:02:46
6	Appointment Forms for Membership Minnesota Emergency Communications Boards	93	72	0:02:21
7	Central Region Minnesota Emergency Communications Boards	100	68	0:00:20
8	Documents & Resources Minnesota Emergency Communications Boards	95	65	0:00:15
9	Regional Advisory Committee (RAC) Meeting Quorum Minnesota Emergency Communications Boards	65	53	0:01:09
10	Choose Your Region for Boards & Committees Minnesota Emergency Communications Boards	49	43	0:00:09

MOST POPULAR DOWNLOADED FILES:

	Document Name	Unique Downloads	Downloads
1	mnecb.org/DocumentCenter/Document/View/961/Standard 7.2.1 Compliance and Conflict Resolution for Committee Attendance	38	58
2	mnecb.org/DocumentCenter/Document/View/177/ Notification of Membership Change Procedure (PDF)	35	43
3	mnecb.org/DocumentCenter/Document/694/ 2019 ESB Membership List	26	50
4	mnecb.org/DocumentCenter/Document/706/ 2019 Users Membership List	23	36
5	www.mnecb.org/DocumentCenter/Document/985/Alex Tech Campus Map	22	29
6	mnecb.org/DocumentCenter/Document/View/176/ General Membership Appointment Form (DOC)	21	28
7	mnecb.org/DocumentCenter/Document/View/1339/ Alexandria Fire Hall Directions and Parking Maps	20	33
8	mnecb.org/DocumentCenter/Document/705/2019 O&O Membership List	12	14
9	mnecb.org/Document/View/713/Attendance Score thru January 2019	10	10
10	dps.mn.gov/divisions/ecn/programs/interoperability/Documents/FOGs and FOG related/MnFOG 2-2 -- 2017-10-26.pdf	9	9

Division Categories Report

See selection Criteria on Last page

	<u>Reg Hours Charged</u>	<u>OT Hours Charged</u>	<u>OT Hours Worked*</u>
Dammann, Becky			
ESB71-710-Web General Admin	0.25		
ESB75-751-Cler Gen Adm	5.50		
ESB75-752-Cler Gen Adm EMAC	3.75		
ESB79-791-State/Committee Mtgs	1.50		
Dammann, Becky	11.00		
Gieseke, Shari			
ESB70-700-Grant Admin	5.50		
ESB71-710-Web General Admin	18.50	1.25	1.25
ESB71-711-Web Support Technical	0.25		
ESB71-713-Website Design/Development	0.50		
ESB71-716-Web Support Logger	0.50		
ESB71-717-Web Support EMAC	2.00		
ESB71-718-Web Gen Adm Non-Region	2.00		
ESB75-751-Cler Gen Adm	22.75	6.75	6.75
ESB75-752-Cler Gen Adm EMAC	0.75		
ESB75-753-Cler Gen Adm Logger		0.75	0.75
ESB77-771-Mtg Prep	13.00	2.25	2.25
ESB77-772-Mtg Prep Logger	0.25		
ESB77-774-Mtg Min	33.25	10.25	10.25
ESB77-775-Mtg Min Logger	2.25	3.50	3.50
Gieseke, Shari	101.50	24.75	24.75
Larson, Brandon			
ESB73-731-System Admin	0.75		
ESB73-736-System Admin Logger	0.75	1.00	1.00
Larson, Brandon	1.50	1.00	1.00
Myers, Micah			
ESB70-700-Grant Admin	3.00		
ESB76-764-Prj Mgt Training	1.00		
Myers, Micah	4.00		
Grand Total:	118.00	25.75	25.75

Information Technology

From 1/1/2019 To 1/31/2019-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, ESB76-764 -Prj Mgt Training , 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.