

## **Regional Coordinator Monthly Report submitted by Micah Myers**

### **1. Major Topics/Issues/Activities.**

- a. **Grants Management.** Completed the SHSP grant application. Completed Training/Exercise Authorization Request Forms sending to Training Committee for review. Worked with the Training Committee and vendors to get the required course and instructor information for the first quarter training. Completed SECB 3<sup>rd</sup> and 4<sup>th</sup> quarter Financial Status Reports. Followed-up with counties and school districts regarding their project status for ECN's Proof of Progress March 1<sup>st</sup> deadline. Proof of Progress was submitted on 2/26/2019. Completed the Emergency Services Board insurance application. Started the 2019 Budget invoices and reviewed the County Auditors list with the counties.
- Big Stone County CRAE project – Awarded \$11,653.07 (SECB 2018 – 2019)
  - Regional Training/Planning – 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. Discussions regarding CM Logger future upgrade. Assist Northland Business with maintenance of CM Logger core equipment.
- c. **Project Management:** Continue to add statewide information to the website. Added EMAC's Special Meeting to Calendar and Agenda Center. Uploaded O&O/Users Committees members to Agenda Center for their change in meeting notices. Added a training to the Training Calendar as requested by the Southeast Region. Reviewed Regions website contacts with Southeast and Southwest Regions. Created a Contact Us form for the Southwest Region as requested. Reached out to Northwest, Northeast and Southeast Regions regarding missing Agenda/Calendar categories for their Committees. Uploaded DPS's new regional map images for all regions. Revised the logo for the Executive Committee. Working with ECN on a potential CAD to CAD assessment project.
- d. **State Committee Meetings:** Attend Finance Committee, NG 911 Committee and Interop Data Committee via conference call (no charge). 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.
- e. **Meeting Prep:** Processed membership appointment forms for several counties. Uploaded current 2019 membership lists for Board and all Committees. Worked with Committee chairs on agenda materials and 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 regarding One Drive file sharing.

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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.

g. **System Administration:**

- Genesis – Report request from Wilkin County.
- Work with Northland Business and Motorola regarding Motorola maintenance on the ARMER system with potential impact on the CM Logger. Northland Business reported no impact from the Motorola maintenance. Motorola monitoring noted an issue with one of the AIS of the CM Logger, Granite Electronics worked with MnDOT to re-discover the AIS. Loaded keys in the VPMs of the CM Logger.
- Correspond with Wright and Meeker Counties to notify of zero length recordings and the need to load keys.
- Reach out to region COMU personnel to compile activity report for ECN.
- Coordinate System Admin contact list update.
- Forward correspondence on list serv regarding FirstNet applications and Status Board maintenance.

**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.**

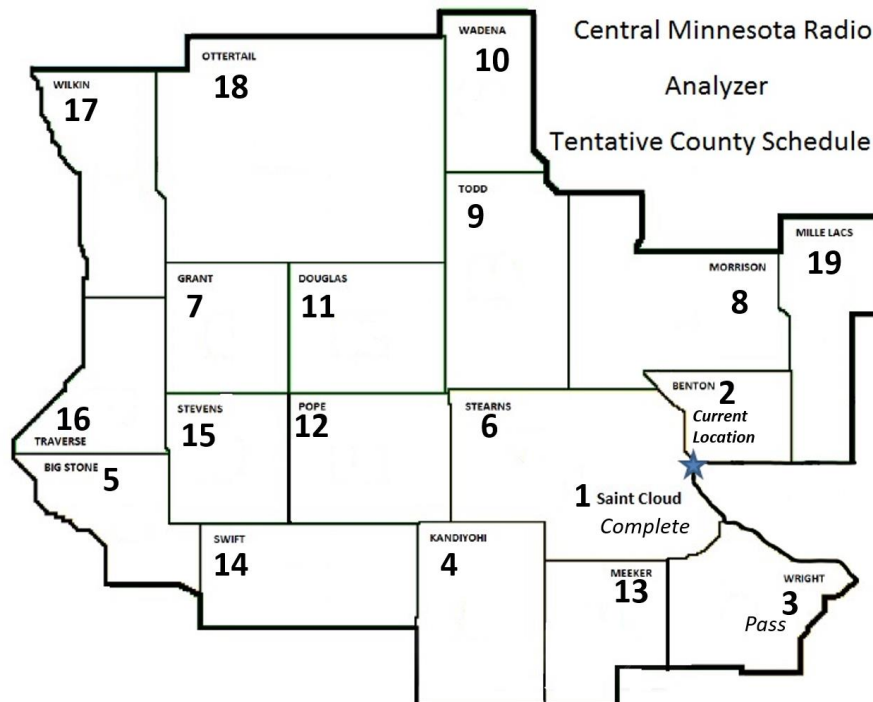
**4. Intergovernmental, Board, Committee, Commission Activities.**



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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.   |
| <b>EQUIPMENT STATUS</b>            |           |  |
| 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    |  |
| <b>OTHER ACTIVITY:</b>             |           |  |
|                                    |           |  |
|                                    |           |  |
|                                    |           |  |

**ANALYZER MAP:**





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| GRANT ACTIVITY   | Allocation            | Total Submitted         | Remaining   |
|--|-----------------------|-------------------------|-------------|
| <b>2019 SECB Activity: (7/1/18 -12/31/19)</b>                              |                       |                         |             |
| 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 |
| <b>2018 SHSP Activity: (1/1/19 – 12/1/19) – Grant Agreement in Process</b> |                       |                         |             |
| Training/Exercises   | \$32,173.71           | \$0.00                  |             |
|  |                       |                         |             |
| <b>IMPORTANT GRANT DATES</b>   |                       |                         |             |
| <b>Grant</b>   | <b>Deadline</b>       | <b>Submit</b>           |             |
| SHSP Grant Applications Due (Round #1)                                     | December              | Vendor Quote/GIS Letter |             |
| SHSP Proof of Progress Due   | July 1 <sup>st</sup>  | Correspondence/Minutes  |             |
| SHSP Turn Back Funds Evaluated (Round #2)                                  | August (tentative)    | Vendor Quote/GIS Letter |             |
|  |                       |                         |             |
| SECB Grant Applications Due (Round #1)                                     | July/December         | Vendor Quote/GIS Letter |             |
| SECB Proof of Progress Due   | March 1 <sup>st</sup> | 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    |             |



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| UPCOMING EVENTS                               | Location                                       | Date                       | Time                     |
|---|--|----------------------------|--------------------------|
| <b>February 2019</b>                          |  |                            |                          |
|   |  |                            |                          |
|   |  |                            |                          |
|   |  |                            |                          |
| <b>March 2019</b>                             |  |                            |                          |
| AUXCOMM Course                                | Medina   | March 9 – 10 <sup>th</sup> | 8 a.m. – 6 p.m.          |
| ARMER Dispatcher Training                     | Alexandria<br>Technical College                | March 11 <sup>th</sup>     | 9:00 a.m. – 5:00<br>p.m. |
|   |  |                            |                          |
| <b>April 2019</b>                             |  |                            |                          |
| MN Public Safety Communications<br>Conference | River’s Edge<br>Convention Center<br>St. Cloud | April 29 – May 1           |                          |
|   |  |                            |                          |
|   |  |                            |                          |
|   |  |                            |                          |

**SAVE THESE 2019 DATES!**

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

**&**

**Regional Leadership Group Meetings:  
Monday, July 22, 2019 @ MnDOT St. Cloud Training Center  
Monday, October 28, 2019 @ MnDOT St. Cloud Training Center**

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## WEBSITE ACTIVITY:

WEBSITE: MINNESOTA EMER... FROM 2019-02-01 TO 2019-02-28 ALL VISITS DASHBOARD

**Overview**

| REFERRER TYPE  | VISITS | ACTIONS | ACTIONS PER VISIT | AVG. TIME ON WEBSITE | BOUNCE RATE |
|----------------|--------|---------|-------------------|----------------------|-------------|
| Direct Entry   | 1,187  | 4,026   | 3.4               | 4 min 11s            | 60%         |
| Search Engines | 180    | 633     | 3.5               | 1 min 58s            | 41%         |
| Websites       | 9      | 24      | 2.7               | 1 min 19s            | 56%         |

**Visitor Browser**

| BROWSER           | VISITS |
|-------------------|--------|
| Chrome            | 499    |
| Internet Explorer | 411    |
| Firefox           | 139    |
| Mobile Safari     | 106    |
| Microsoft Edge    | 70     |

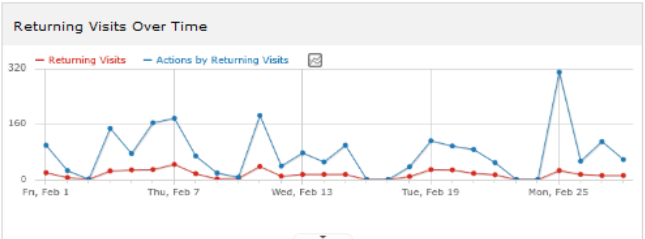
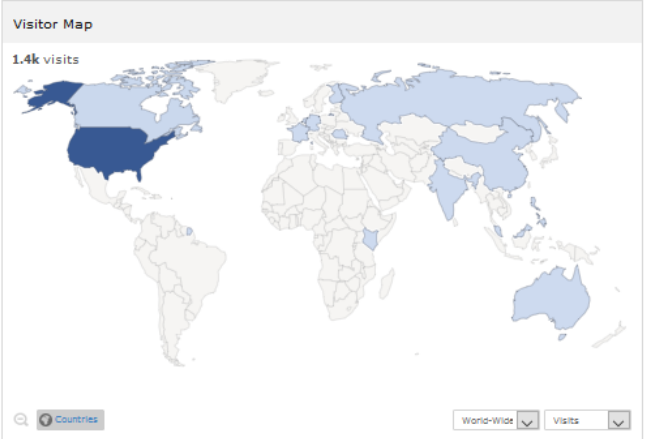
1-5 of 15 NEXT

Related report: Browser version

**Device type**

| TYPE       | VISITS | ACTIONS | ACTIONS PER VISIT | AVG. TIME ON WEBSITE | BOUNCE RATE |
|------------|--------|---------|-------------------|----------------------|-------------|
| Desktop    | 1,138  | 3,726   | 3.3               | 3 min 34s            | 57%         |
| Smartphone | 144    | 289     | 2                 | 1 min 37s            | 66%         |
| Tablet     | 70     | 117     | 1.7               | 1 min 12s            | 69%         |
| Unknown    | 24     | 551     | 23                | 39 min 48s           | 38%         |

1-4 of 4



**Visitor Location (City)**

| CITY                                   | VISITS |
|--|--------|
| Unknown                                | 580    |
| Raleigh, North Carolina, United States | 120    |
| Minneapolis, Minnesota, United States  | 83     |
| Saint Paul, Minnesota, United States   | 75     |
| Chicago, Illinois, United States       | 49     |
| Saint Cloud, Minnesota, United States  | 27     |
| New London, Minnesota, United States   | 22     |
| Fergus Falls, Minnesota, United States | 21     |
| Farmington, Minnesota, United States   | 18     |
| Vancouver, British Columbia, Canada    | 18     |
| Wrenshall, Minnesota, United States    | 17     |

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**WEBSITE ACTIVITY:**

**MOST VISITED SITES:**

|    | Page Name  | Page Views | Unique Page Views | Avg. Time |
|----|--|------------|-------------------|-----------|
| 1  | Minnesota Emergency Communications Boards  | 1,007      | 563               | 0:01:05   |
| 2  | Minnesota Emergency Communications Boards   Official Website                                   | 585        | 301               | 0:00:48   |
| 3  | Central Region Boards & Committees   Minnesota Emergency Communications Boards                 | 97         | 55                | 0:00:09   |
| 4  | Minnesota Emergency Communications Boards  | 82         | 53                | 0:01:21   |
| 5  | Regional Advisory Committee (RAC) Meeting Quorum   Minnesota Emergency Communications Boards   | 43         | 39                | 0:01:53   |
| 6  | Emergency Services Board (ESB)   Minnesota Emergency Communications Boards                     | 62         | 35                | 0:03:04   |
| 7  | Central Region   Minnesota Emergency Communications Boards                                     | 52         | 33                | 0:00:21   |
| 8  | Southeast Minnesota Emergency Communications Board   Minnesota Emergency Communications Boards | 38         | 28                | 0:00:18   |
| 9  | Documents & Resources   Minnesota Emergency Communications Boards                              | 43         | 27                | 0:00:10   |
| 10 | Choose Your Region for Boards & Committees   Minnesota Emergency Communications Boards         | 34         | 26                | 0:00:12   |

**MOST POPULAR DOWNLOADED FILES:**

|    | Document Name  | Unique Downloads | Downloads |
|----|--|------------------|-----------|
| 1  | mnecb.org/DocumentCenter/Document/View/796/Training Roadmap 2019   | 13               | 13        |
| 2  | www.mnecb.org/DocumentCenter/Document/View/197/MnDOT Overview - Summary and ARMER Status Update (PDF)            | 9                | 9         |
| 3  | mnecb.org/Document/View/166/2018 Sign-In Attendance EMAC (PDF)   | 8                | 8         |
| 4  | mnecb.org/DocumentCenter/Document/694/2019 ESB Membership List   | 8                | 14        |
| 5  | mnecb.org/Document/View/707/2019 NG911 Membership List   | 8                | 11        |
| 6  | www.cmnradio.org/DocumentCenter/Document/View/268/VHF Interoperability Plan County-State Agreement 01-5-12 (PDF) | 8                | 8         |
| 7  | www.mnecb.org/DocumentCenter/Document/View/190/Minnesota's Statewide Radio System-ARMER (PDF)                    | 8                | 9         |
| 8  | www.mnecb.org/DocumentCenter/Document/1004/TCPP Save-the-Date  | 8                | 8         |
| 9  | mnecb.org/Document/View/174/Central Minnesota Officers 2019 (PDF)  | 7                | 7         |
| 10 | mnecb.org/DocumentCenter/Document/703/2019 RAC Membership List   | 7                | 10        |

