

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

1. Major Topics/Issues/Activities.

- a. **Grants Management.** Working on the 2018 SHSP grant application. Submitted 4th quarter 2018 SECB Progress Report. Reviewed Training/Exercise Authorization Request Forms. Worked with the training vendor to get the required course and instructor information for all 2019 trainings. Followed-up with counties and school districts regarding their project status. Processed 2019 Budget invoices. Revised the region's MN Public Safety Communications Conference memo for approval from the Board.
 - 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:** Correspondence with Stearns and Kandiyohi regarding rotation. Assist Stearns in setting up the analyzer at a tower site. Update rotation map to accurately reflect agencies in the Central Region.
- c. **Project Management:** Working with ECN on a potential CAD to CAD assessment project. Working with ECN and NG911 Committee on the Statewide Regional GIS meeting logistics. Working with Odyssey Group to reserve a meeting room during the conference for the annual budget meeting with the regions. Invoiced the regions for their annual share of the MNECB website. Reached out to Southwest Region offering assistance with Agendas and Calendars. Continue to add statewide information to the website. Created an online guide for reserving hotel rooms for the MN Public Safety Communications Conference. Created a Conference Checklist for Commissioners. Modified the Central Region Grant Reimbursement Process page. Added Northland Business Systems training link to Central Region Training page. Updated Mille Lacs County email domains in the list serve and on the MNECB website. Created a how to update your subscriptions guide for email changes on the MNECB website. Monitored list serve emails and sent notifications to counties to verify the list serve address with their IT.
- d. **State Committee Meetings:** Attend Finance Committee, SECB, 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. Working with Committee chairs on agenda materials for the MNECB website. Created monthly Doodle Poll for RAC Committee. Completed Attendance Standard spreadsheet. Worked with Douglas County to reserve meeting rooms for 2020. Continued work with Committee Chairs regarding One Drive file sharing.

Regional Coordinator Monthly Report submitted by Micah Myers

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:**

- System Admin: Assist Wadena County with provisioning radios in the system.
- CM Logger: Assist Pope County with concern of radio not being logged on an encrypted talkgroup, determined the radio had incorrect programming. Correspond with Pope County.
- CM Logger: Work with Wright County and Northland/Granite Elec regarding a talkgroup on the logger that was not logging appropriately.

2. Board Action.

March 27, 2019:

- Board approved to ask ECN to cover the costs to provide lunch during the CAD-to-CAD Roadshow, if not, utilize our current grant for training.
- Board approved covering all the costs of the MN Public Safety Communications Conference including reimbursing for an additional lunch, preconference sessions, and an additional night of lodging.
- Board approved Award Nominations for the MN Public Safety Communications Conference: Jim McMahan for elected official and Al Fjerstad for non-elected.
- Board approved the monochrome logo for use in items such as Eventbrite.
- Board approved the RAC Committee request for three changes to the SECB Committee appointments, and also gave the RAC the ability to appoint and keep the representation list current.
- Board approved the Owners & Operators Committee request to sunset Standard 3.35.0 National Weather Service Radio Operations
- Board approved the Owners & Operators Committee request to sunset Standard 1.10.2 Configuration Approval.
- Board approved the Owners & Operators Committee request to draft a letter ECN and approved the Board Chair to sign it.
- Board approved the Owners & Operators Committee request to send Brandon Larson to the Public Safety Communications Wireless Broadband Conference (PSCR) with ECN funding.
- Board approved the Owners & Operators Committee request for On Target to contract with the Regional Coordinator (Brandon Larson) to conduct the 4th day of APX Advanced Programming Features training and for the region to charge On Target and the funds would come back into the region.
- Board approved the EMAC Committee grant application request for Web Based Cyber Security Training.
- Board approved the EMAC Committee grant application request for Training & Exercise Regional Contractor.

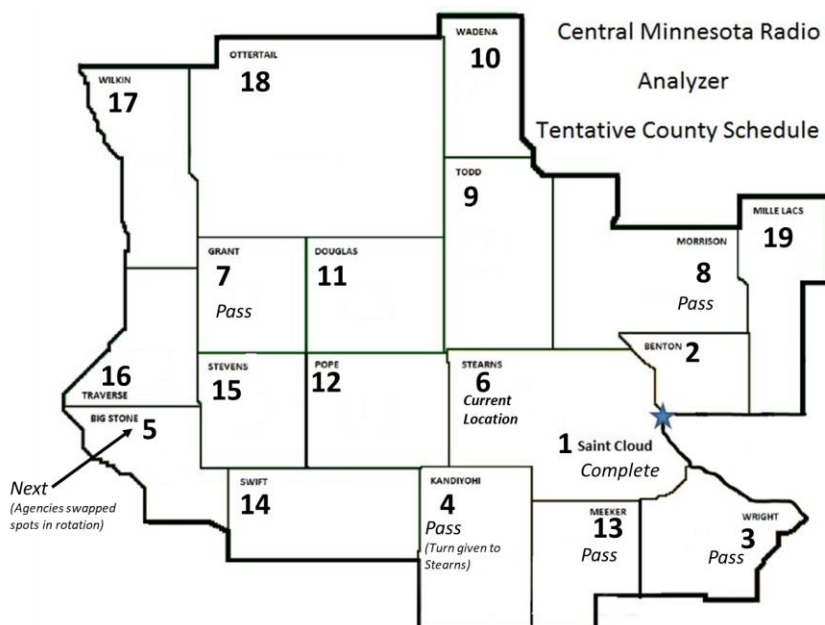
3. Major Expenditures.

4. Intergovernmental, Board, Committee, Commission Activities.

Regional Coordinator Monthly Report
submitted by Micah Myers

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 Stearns County.
CM Logger	Online	
OTHER ACTIVITY:		

ANALYZER MAP:





Regional Coordinator Monthly Report
submitted by Micah Myers

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 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/December	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	



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

UPCOMING EVENTS	Location	Date	Time
March 2019			
AUXCOMM Course	Medina	March 9 – 10 th	8 a.m. – 6 p.m.
ARMER Dispatcher Training	Alexandria Technical College	March 11 th	9:00 a.m. – 5:00 p.m.
April 2019			
MN Public Safety Communications Conference	River’s Edge Convention Center St. Cloud	April 29 – May 1	
May 2019			
Radio Programming – Motorola APX 3-day Course	Stearns County EOC	May 6-8	9:00 a.m. – 5:00 p.m.
APX Advanced Programming Features 1-day workshop	Stearns County EOC	May 9	9:00 a.m. – 5:00 p.m.

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**

Regional Coordinator Monthly Report

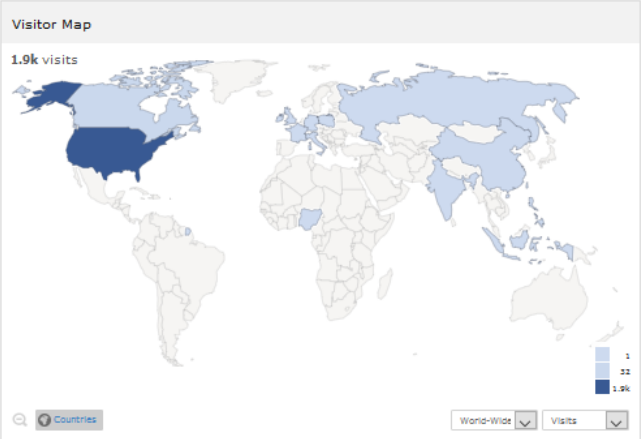
submitted by Micah Myers

WEBSITE ACTIVITY:

WEBSITE: MINNESOTA EHE... FROM 2019-03-01 TO 2019-03-31 ALL VISITS DASHBOARD

Overview

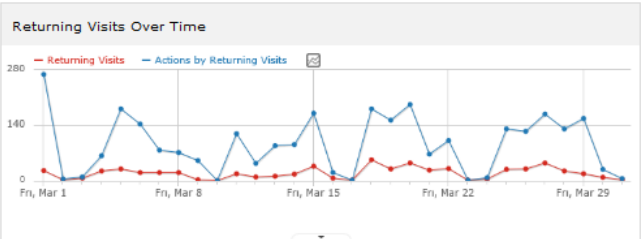
REFERRER TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE
Direct Entry	1,600	5,000	3.1	4 min 24s	56%
Search Engines	268	924	3.4	1 min 52s	37%
Websites	49	116	2.4	1 min 40s	55%



Visitor Browser

BROWSER	VISITS
Chrome	710
Internet Explorer	585
Mobile Safari	170
Firefox	155
Microsoft Edge	85

1-5 of 17



Device type

TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE
Desktop	1,532	5,067	3.3	4 min 24s	51%
Smartphone	239	440	1.8	1 min 22s	65%
Tablet	126	301	2.4	3 min 53s	56%
Unknown	20	232	11.6	2 min 46s	60%

1-4 of 4

Visitor Location (City)

CITY	VISITS
Unknown	758
Raleigh, North Carolina, United States	150
Minneapolis, Minnesota, United States	117
Saint Paul, Minnesota, United States	115
Saint Cloud, Minnesota, United States	50
Chicago, Illinois, United States	49
Ashburn, Virginia, United States	33
Farmington, Minnesota, United States	30
Rochester, Minnesota, United States	30
Fergus Falls, Minnesota, United States	29

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	1,491	806	0:01:27
2	Minnesota Emergency Communications Boards Official Website	769	424	0:00:48
3	Minnesota Public Safety Communications Conference Minnesota Emergency Communications Boards	267	133	0:02:25
4	Central Region Boards & Committees Minnesota Emergency Communications Boards	130	95	0:00:07
5	Emergency Services Board (ESB) Minnesota Emergency Communications Boards	106	72	0:01:27
6	Minnesota Emergency Communications Boards	90	69	0:00:29
7	Central Region Minnesota Emergency Communications Boards	53	46	0:00:10
8	Minnesot	69	45	0:02:00
9	Documents & Resources Minnesota Emergency Communications Boards	47	35	0:00:38
10	Next Generation 9-1-1 Committee (NG911) Minnesota Emergency Communications Boards	38	32	0:00:56

MOST POPULAR DOWNLOADED FILES:

	Document Name	Unique Downloads	Downloads
1	www.mnecb.org/DocumentCenter/Document/985/Alex Tech Campus Map	23	27
2	www.mnecb.org/DocumentCenter/Document/873/Letterhead Example	20	22
3	mnecb.org/Document/1493/ How To Reserve Conference Rooms Online	17	24
4	mnecb.org/Document/1505/ESB Bylaws March 27, 2019 Proposed Changes	17	22
5	mnecb.org/DocumentCenter/Document/694/2019 ESB Membership List	16	19
6	mnecb.org/DocumentCenter/1496/Registration and Conference Checklist!	16	19
7	www.mnecb.org/DocumentCenter/Document/1004/TCPP Save-the-Date	11	11
8	mnecb.org/DocumentCenter/View/922/2019 Executive Meeting Schedule	9	14
9	mnecb.org/DocumentCenter/Document/View/1436/DRAFT Project Proposal - Central Region CAD to CAD Interoperability Study - 01.24.19	9	9
10	mnecb.org/DocumentCenter/Document/View/1509/Registration Form Map	9	10

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			
ESB75-751-Cler Gen Adm	6.50		
ESB75-754-Cler Finance	4.75		
Dammann, Becky	11.25		
Gieseke, Shari			
ESB70-700-Grant Admin	2.75		
ESB71-710-Web General Admin	14.50	0.25	0.25
ESB71-711-Web Support Technical	3.75		
ESB71-716-Web Support Logger	0.75		
ESB71-718-Web Gen Adm Non-Region	2.75		
ESB75-751-Cler Gen Adm	14.25	0.25	0.25
ESB75-752-Cler Gen Adm EMAC	0.75		
ESB75-753-Cler Gen Adm Logger	0.50		
ESB75-754-Cler Finance	3.25		
ESB77-771-Mtg Prep	18.75	0.50	0.50
ESB77-774-Mtg Min	42.00	0.50	0.50
ESB77-775-Mtg Min Logger	1.00		
Gieseke, Shari	105.00	1.50	1.50
Larson, Brandon			
ESB73-731-System Admin	2.25		
ESB73-732-System Admin Interop Map	0.25		
ESB73-736-System Admin Logger	1.50		
ESB74-742-Equipment Mgt Analyzer	3.75		
ESB76-762-Prj Mgt Logger PM	2.00		
Larson, Brandon	9.75		
Myers, Micah			
ESB73-736-System Admin Logger	3.50		
ESB77-771-Mtg Prep	3.50		
Myers, Micah	7.00		
Grand Total:	133.00	1.50	1.50

Information Technology

From 3/1/2019 To 3/31/2019-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, ESB73-732 -System Admin Interop Map, 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.