

Regional Coordinator Monthly Report submitted by Micah Myers

1. Major Topics/Issues/Activities.

- a. **Grants Management.** Signed the 2018 SHSP grant application. Followed-up with counties and school districts regarding project status for 1st quarter. Submitted Progress Reports for SECB and SHSP grants. Submitted Financial Status Report for SHSP. Worked with training vendor to get the required course and instructor information for 2019 trainings. Submitted Training/Exercise Authorization Request Forms to ECN. Worked with Auditors on the 2018 Audit.
- b. Submitted Training/Exercise Authorization Request Forms.
 - 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**)
- c. **Equipment Management:** Reload keys into CM Logger due to Wilkin County zero-length recordings. Coordinate needed maintenance on the CM Analyzer.
- d. **Project Management:** Continued work with ECN on a CAD to CAD assessment project. Set-up a lunch sign-up on MNECB for the CAD-to-CAD Roadshow. Mailed CAD-to-CAD Roadshow memo to Sheriffs. Continued work with ECN and NG911 Committee on the Statewide Regional GIS meeting to be held at the City of Saint Cloud on May 30th. Hosted the annual MNECB website budget meeting with the regions during the MN Public Safety Communications Conference. Assisted counties with MN Public Safety Communications Conference registration. Put together a PowerPoint for the MN Public Safety Communications Conference as requested by ECN. Drafted language for Central Region's two recipients for the Awards Ceremony. Attended the MN Public Safety Communications Conference. Continue to add statewide information to the website. Revised the Central Region Emergency Services Board logo for use on items like Eventbrite.
- e. **State Committee Meetings:** Attend NG 911 Committee (No Charge).
- f. **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. Continued work with Committee Chairs regarding One Drive file sharing. Sunset standards on the website for the Owners & Operators Committee.
- g. **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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h. System Administration:

- Follow-up on alarm from CM Logger, assist Douglas County with encryption key issue with their subscribers.

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.

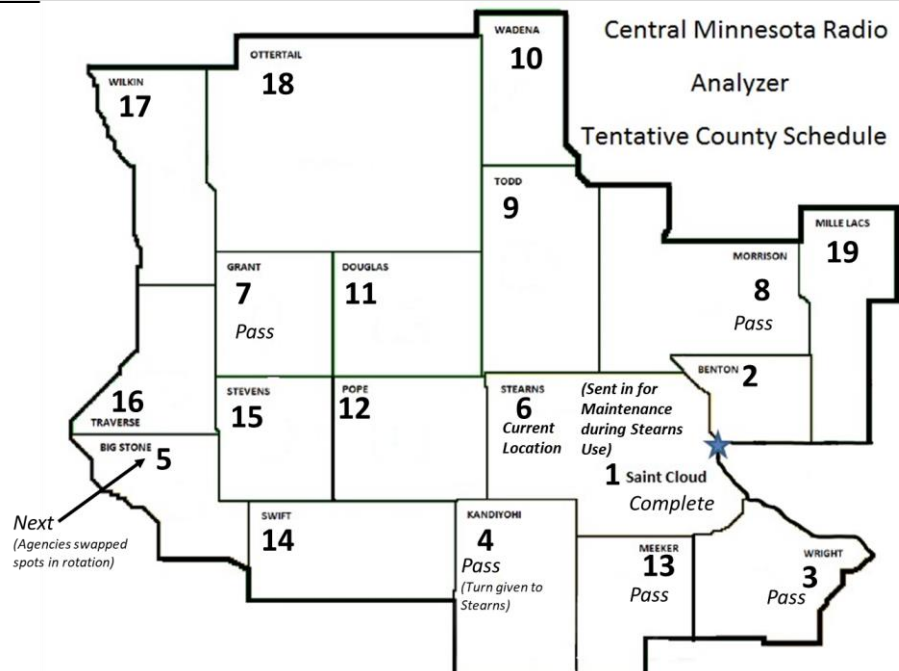
3. Major Expenditures.

4. Intergovernmental, Board, Committee, Commission Activities.

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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 Stearns County.
CM Logger	Online	
OTHER ACTIVITY:		

ANALYZER MAP:



Reporting Period April 2019



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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)			
Training/Exercises	\$32,173.71	\$4,700.00	\$27,473.71
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	



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UPCOMING EVENTS	Location	Date	Time
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.
June 2019			
ICS/Principles Communications Planning (Cancelled)			

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 EM... FROM 2019-04-01 TO 2019-04-30 ALL VISITS DASHBOARD

Overview

REFERRER TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE
Direct Entry	1,286	3,915	3	4 min 38s	58%
Search Engines	257	807	3.1	1 min 52s	35%
Websites	28	53	1.9	2 min 10s	64%

Visitor Browser

BROWSER	VISITS
Chrome	641
Internet Explorer	365
Firefox	144
Mobile Safari	129
Chrome Mobile	93

Device type

TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE
Desktop	1,227	3,693	3	4 min 1s	54%
Smartphone	225	480	2.1	2 min 16s	58%
Tablet	72	224	3.1	2 min 58s	44%
Unknown	46	377	8.2	18 min 15s	63%
Phablet	1	1	1	0s	100%

Visitor Map

1.6k visits

Returning Visits Over Time

Visitor Location (City)

CITY	VISITS
Unknown	679
Raleigh, North Carolina, United States	114
Saint Paul, Minnesota, United States	101
Minneapolis, Minnesota, United States	63
Saint Cloud, Minnesota, United States	41
New London, Minnesota, United States	28
Farmington, Minnesota, United States	24
Rochester, Minnesota, United States	23
Chicago, Illinois, United States	20
Fergus Falls, Minnesota, United States	20
Fargo, North Dakota, United States	19

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WEBSITE ACTIVITY:

MOST VISITED SITES:

	Page Name	Page Views	Unique Page Views	Avg. Time
1	Minnesota Emergency Communications Boards	1,385	658	0:01:24
2	Minnesota Emergency Communications Boards Official Website	569	334	0:00:50
3	Minnesota Public Safety Communications Conference Minnesota Emergency Communications Boards	221	188	0:01:20
4	Minnesota Emergency Communications Boards	100	69	0:00:44
5	Central Region Boards & Committees Minnesota Emergency Communications Boards	93	63	0:00:12
6	Next Generation 9-1-1 Committee (NG911) Minnesota Emergency Communications Boards	71	54	0:02:22
7	Central Region Minnesota Emergency Communications Boards	49	43	0:00:08
8	Choose Your Region for Boards & Committees Minnesota Emergency Communications Boards	34	24	0:01:06
9	Documents & Resources Minnesota Emergency Communications Boards	31	23	0:00:12
10	Emergency Services Board (ESB) Minnesota Emergency Communications Boards	25	19	0:01:32

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/Documen/1493/How To Reserve Conference Rooms Online	21	55
3	www.mnecb.org/DocumentCenter/View/873/Letterhead Example	12	12
4	mnecb.org/View/1528/Southeast Region ICS Communications Workshop	11	13
5	mnecb.org/Document/View/707/2019 NG911 Membership List	9	11
6	www.cmnradio.org/Docume/1003/2018 Under ONE Roof Flyer with Agenda	9	11
7	www.mnecb.org/DocumentCenter/Document/1004/TCPP Save-the-Date	9	9
8	www.mnecb.org/DocumentCenter/View/871/COOP Plan Template (Doc)	8	8
9	dps.mn.gov/divisions/ecn/programs/interoperability/Documents/FOGs and FOG related/MnFOG 2-2 -- 2017-10-26.pdf	7	9
10	mnecb.org/DocumentCenter/Document/View/1534/CAD-to-CAD Interoperability Project - Central NG 9-1-1 Committee - 04.11.19	7	21

Division Categories Report

See selection Criteria on Last page

	<u>Reg</u> <u>Hours</u> <u>Charged</u>	<u>OT</u> <u>Hours</u> <u>Charged</u>	<u>OT</u> <u>Hours</u> <u>Worked*</u>
Dammann, Becky			
ESB71-714-Web Training	1.50		
ESB75-751-Cler Gen Adm	5.00		
Dammann, Becky	6.50		
Gieseke, Shari			
ESB70-700-Grant Admin	7.50		
ESB71-710-Web General Admin	8.25	0.50	0.50
ESB71-718-Web Gen Adm Non-Region	7.25		
ESB75-751-Cler Gen Adm	33.75	0.25	0.25
ESB75-752-Cler Gen Adm EMAC	0.25		
ESB77-771-Mtg Prep	13.50	1.25	1.25
ESB77-772-Mtg Prep Logger	0.25		
ESB77-774-Mtg Min	22.00	4.00	4.00
ESB77-775-Mtg Min Logger	7.00		
Gieseke, Shari	99.75	6.00	6.00
Larson, Brandon			
ESB73-736-System Admin Logger	1.25		
ESB74-742-Equipment Mgt Analyzer	0.50		
ESB75-751-Cler Gen Adm	2.25		
Larson, Brandon	4.00		
Myers, Micah			
ESB75-753-Cler Gen Adm Logger	1.50		
ESB76-761-Prj Mgt General	1.50		
ESB76-763-Prj Mgt NG911	2.50		
Myers, Micah	5.50		
Grand Total:	115.75	6.00	6.00

Information Technology

From 4/1/2019 To 4/30/2019-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.