

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

1. Major Topics/Issues/Activities.

- a. **Grants Management.** Submitted 1st quarter Financial Status Report for SECB. Submitted SHSP Proof of Progress to ECN. Followed-up with ECN regarding missing Training/Exercise Authorization Request Form signed by ECN. Worked with counties on their MN Public Safety Communications Conference grant submittals.
- 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:**
- CM Logger: meetings regarding expansion.
- c. **Project Management:** Continued work with ECN on CAD to CAD assessment project. Monitored lunch sign-up registration list on MNECB for the CAD-to-CAD Roadshow. Attended Central Region CAD-to-CAD Roadshow. Continued work with ECN and NG911 Committee on the Statewide Regional GIS meeting logistics which is planned for May 30th at Saint Cloud City Hall. Continue to add statewide information to the website. Requested 2019-2021 Strategic Plan from ECN and uploaded to MNECB website. Created page for Wireless Broadband events. Updated MN Public Safety Communications Conference page for grant reimbursement. Uploaded Northeast Region Expense Reimbursement Form. Populated ECB and RAC Calendars for Northeast Region. Cancelled a Northeast Region meeting on the calendar. Added training to Training Calendar for Northeast Region. Worked with Northwest Region to update their Committee name on the calendar. Worked with CivicPlus on an Agenda Center question from South Central Region. Provided new user website logins for South Central Region. Revised Central Region's Grant Reimbursement page. Worked with EMAC Committee to remove old files.
- d. **State Committee Meetings:** Attend NG 911 Committee (No Charge), Attend FirstNet & PSCR Labs in Boulder, CO on behalf of region, Attend Internet of Things conference in Santa Clara, CA on behalf of the region. Both trips covered by SLIGP 2.0 grant for purposes of FirstNet planning.
- 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.

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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:**

- None

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.

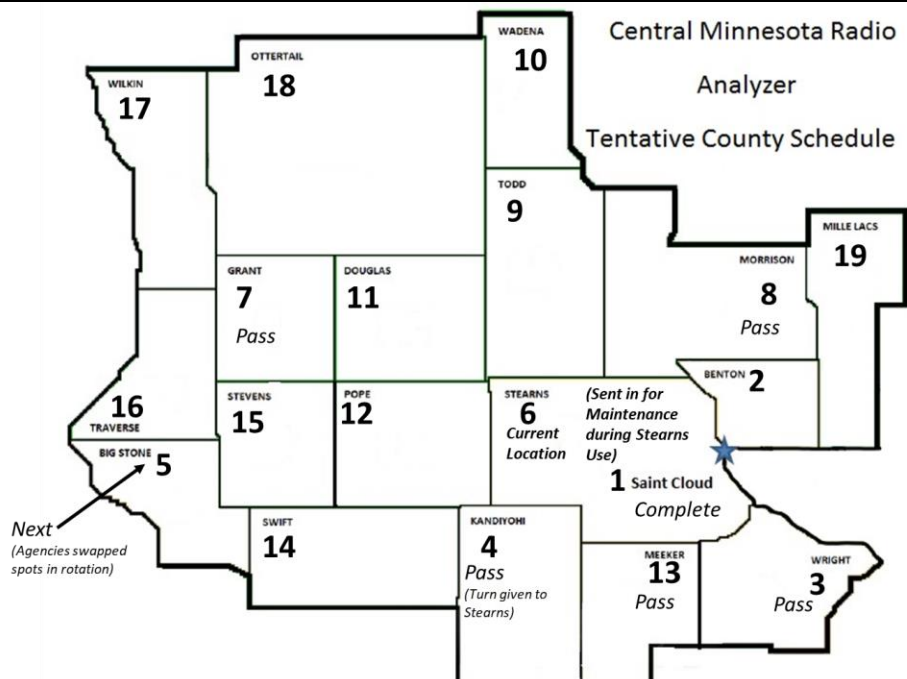
3. Major Expenditures.

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	Maintenance	Shipped to manufacturer for maintenance.
CM Logger	Online	
OTHER ACTIVITY:		
Training		Provide advanced APX programming class to CM Region.

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	\$10,790.00	\$16,090.00
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
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)			
July 2019			
Regional Leadership Group Meeting	St. Cloud MnDOT	July 22 nd	10:00 a.m. – 3:00 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**

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WEBSITE ACTIVITY:

WEBSITE: MINNESOTA EM...
FROM 2019-05-01 TO 2019-05-31
ALL VISITS
DASHBOARD

Overview

REFERRER TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE
Direct Entry	1,576	4,447	2.8	3 min 40s	60%
Search Engines	204	634	3.1	1 min 57s	45%
Websites	18	57	3.2	2 min 0s	44%

Visitor Browser

BROWSER	VISITS
Chrome	671
Internet Explorer	449
Firefox	170
Mobile Safari	162
Chrome Mobile	107

Device type

TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE	CON
Desktop	1,388	4,220	3	4 min 6s	54%	
Smartphone	263	494	1.9	52s	72%	
Unknown	73	233	3.2	1 min 41s	86%	
Tablet	72	189	2.6	2 min 18s	58%	
Phablet	1	1	1	0s	100%	
Portable me...	1	1	1	0s	100%	

Visitor Map

1.8k visits

World-Wide Visits

Returning Visits Over Time

Returning Visits (red line), Actions by Returning Visits (blue line)

Visitor Location (City)

CITY	VISITS
Unknown	791
Raleigh, North Carolina, United States	133
Saint Paul, Minnesota, United States	110
Minneapolis, Minnesota, United States	89
Saint Cloud, Minnesota, United States	46
Fargo, North Dakota, United States	31
Duluth, Minnesota, United States	29
Cheyenne, Wyoming, United States	26
Bemidji, Minnesota, United States	25
Farmington, Minnesota, United States	25
Vancouver, British Columbia, Canada	22

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WEBSITE ACTIVITY:

MOST VISITED SITES:

	Page Name	Page Views	Unique Page Views	Avg. Time
1	Minnesota Emergency Communications Boards	1,539	779	0:01:16
2	Minnesota Emergency Communications Boards Official Website	598	352	0:00:54
3	Minnesota Emergency Communications Boards	81	68	0:00:45
4	Central Region Boards & Committees Minnesota Emergency Communications Boards	92	62	0:00:09
5	Central Region Minnesota Emergency Communications Boards	49	41	0:00:11
6	Next Generation 9-1-1 Committee (NG911) Minnesota Emergency Communications Boards	59	39	0:01:03
7	Minnesota Public Safety Communications Conference Minnesota Emergency Communications Boards	61	35	0:01:55
8	Regional Advisory Committee (RAC) Minnesota Emergency Communications Boards	41	31	0:01:14
9	404//Activities/Activity/Detail/Q2VudHJhbC/Referrer: CAD-to-CAD Roadshow	31	30	0:00:01
10	Central Region Grant Reimbursement Process Minnesota Emergency Communications Boards	49	28	0:02:39

MOST POPULAR DOWNLOADED FILES:

	Document Name	Unique Downloads	Downloads
1	www.mnecb.org/DocumentCenter/Document/985/Alex Tech Campus Map	31	37
2	www.cmnradio.org/DocumentCenter/View/985/Alex Tech Campus Map	21	30
3	www.mnecb.org/DocumentCenter/View/871/COOP Plan Template (Doc)	17	19
4	mnecb.org/DocumentCenter/Document/View/1550/FirstNet User Forum	13	20
5	mnecb.org/DocumentCenter/Document/View/90/CMESB Conference Expense Reimbursement Form 2019 (XLS)	9	15
6	mnecb.org/Document/View/1435/2019 EMAC Membership List	9	14
7	mnecb.org/DocumentCenter/Document/792/Regional Access Form (Doc)	8	10
8	www.cmnradio.org/DocumentCenter/Document/199/ACU Module 2 (PDF)	8	8
9	www.cmnradio.org/Docume/1003/2018 Under O Ne Roof Flyer with Agenda	8	8
10	www.mnecb.org/DocumentCenter/Document/1004/ TCPP Save-the-Date	8	8

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	0.50		
ESB75-751-Cler Gen Adm	0.75		
ESB77-771-Mtg Prep	1.00		
Dammann, Becky	<u>2.25</u>		
Gieseke, Shari			
ESB70-700-Grant Admin	13.50	0.75	0.75
ESB71-710-Web General Admin	9.00		
ESB71-717-Web Support EMAC	0.50		
ESB71-718-Web Gen Adm Non-Region	7.50		
ESB75-751-Cler Gen Adm	21.00	0.25	0.25
ESB75-752-Cler Gen Adm EMAC	0.75		
ESB77-771-Mtg Prep	7.00		
ESB77-772-Mtg Prep Logger	0.25	0.25	0.25
ESB77-774-Mtg Min	25.00	1.00	1.00
ESB77-775-Mtg Min Logger	0.75		
Gieseke, Shari	<u>85.25</u>	<u>2.25</u>	<u>2.25</u>
Larson, Brandon			
ESB74-742-Equipment Mgt Analyzer	1.00		
ESB76-762-Prj Mgt Logger PM	0.25		
Larson, Brandon	<u>1.25</u>		
Myers, Micah			
ESB76-761-Prj Mgt General	3.50		
ESB76-762-Prj Mgt Logger PM	1.00		
ESB76-763-Prj Mgt NG911	3.50		
ESB77-771-Mtg Prep	1.50		
Myers, Micah	<u>9.50</u>		
Grand Total:	<u><u>98.25</u></u>	<u><u>2.25</u></u>	<u><u>2.25</u></u>

Information Technology

From 5/1/2019 To 5/31/2019-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.