

Regional Coordinator Monthly Report submitted by Micah Myers

1. Major Topics/Issues/Activities.

- a. **Grants Management.** Submitted annual reporting to the State Auditor for the Emergency Services Board. Continued to work with counties on their MN Public Safety Communications Conference grant submittals. Issued a check to Wilkin County. Re-issued a 2018 check to Swift County. Followed-up with counties and school districts regarding project status for 2nd quarter.
 - 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:**
 - None.
- c. **Project Management:** Continued work with ECN on the CAD to CAD assessment project. Created a questionnaire form for CAD Workgroup and compiled responses. Continue to add statewide information to the website. Created News Flashes for Wireless Broadband events. Worked with South Central Region on their list serve notifications question. Added trainings to Training Calendar for Northeast Region. As a follow-up to the Statewide Regional GIS meeting, provided Data Readiness Reports to MnGeo (provided 2015 MSAG, Ali, and Centerline reports).
- d. **State Committee Meetings:** None.
- 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.
- 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:**
 - CM Logger: Conference call to discuss expansion.

Reporting Period June 2019



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

2. Board Action.

June 12, 2019:

- Board approved sending a City of St. Cloud technician to the federal OEC COMU training. OEC covers all the training.

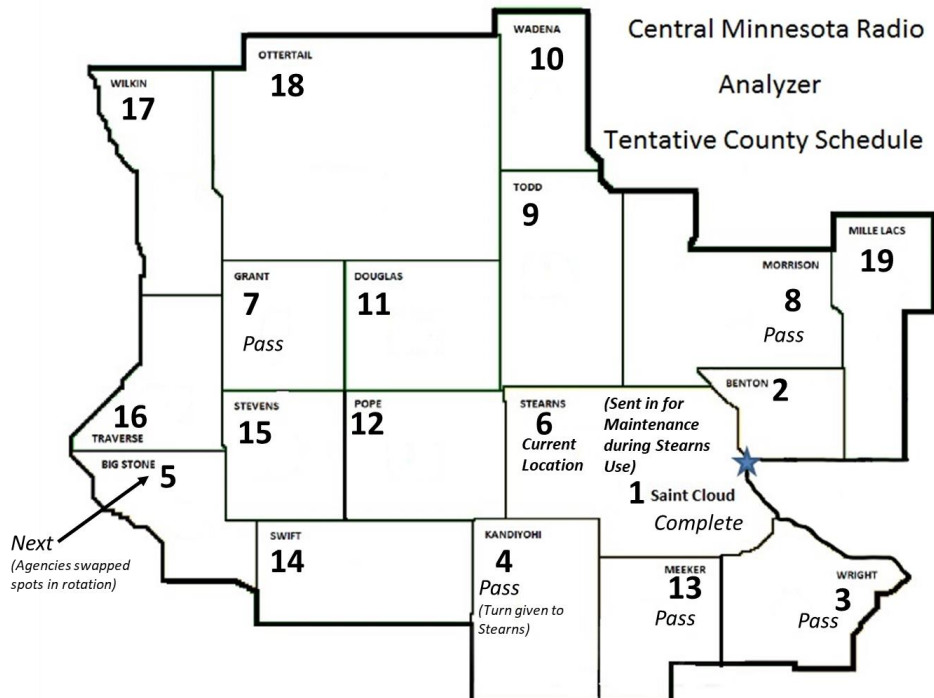
3. Major Expenditures.

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	Maintenance	Shipped to manufacturer for maintenance.
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	\$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	



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

UPCOMING EVENTS	Location	Date	Time
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.
August 2019			

SAVE THESE 2019 DATES!

**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

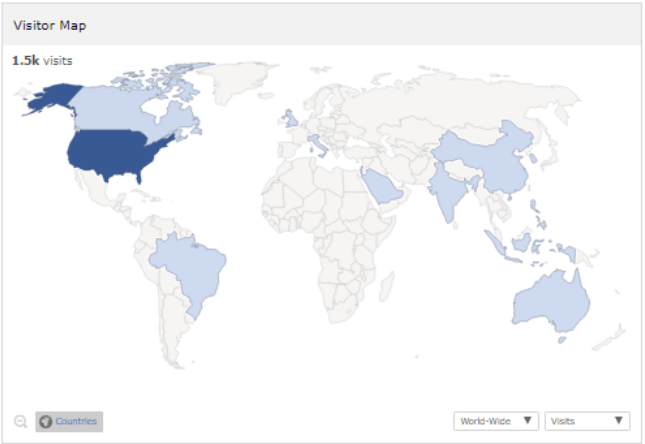
submitted by Micah Myers

WEBSITE ACTIVITY:

WEBSITE: MINNESOTA EM... FROM 2019-06-01 TO 2019-06-30 ALL VISITS DASHBOARD

Overview

REFERRER TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE
Direct Entry	1,312	4,386	3.3	3 min 12s	54%
Search Engines	150	555	3.7	2 min 31s	43%
Websites	19	45	2.4	1 min 41s	68%

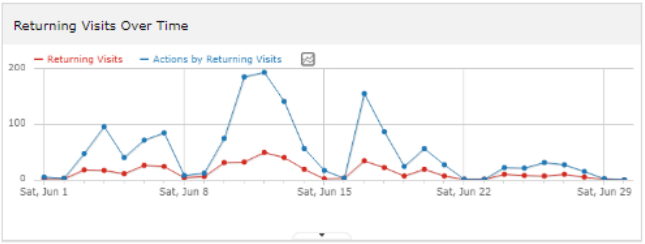


Visitor Browser

BROWSER	VISITS
Chrome	563
Internet Explorer	406
Mobile Safari	158
Firefox	131
Microsoft Edge	62

1-5 of 20 NEXT

Related report: Browser version



Device type

TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE	CON
Desktop	1,195	3,443	2.9	3 min 9s	50%	
Smartphone	163	1,055	6.5	2 min 35s	67%	
Tablet	86	200	2.3	2 min 34s	62%	
Unknown	37	288	7.8	5 min 16s	54%	

1-4 of 4

Visitor Location (City)

CITY	VISITS
Unknown	746
Raleigh, North Carolina, United States	67
Saint Paul, Minnesota, United States	65
Minneapolis, Minnesota, United States	49
Fergus Falls, Minnesota, United States	35
New London, Minnesota, United States	32
Saint Cloud, Minnesota, United States	31
Chicago, Illinois, United States	24
Rochester, Minnesota, United States	20
Bowlus, Minnesota, United States	18
Farmington, Minnesota, United States	18

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	1,359	521	0:00:49
2	Minnesota Emergency Communications Boards Official Website	443	285	0:00:43
3	Minnesota Emergency Communications Boards	115	74	0:00:29
4	Central Region Boards & Committees Minnesota Emergency Communications Boards	64	50	0:00:09
5	Emergency Services Board (ESB) Minnesota Emergency Communications Boards	66	42	0:01:57
6	Central Region Minnesota Emergency Communications Boards	42	35	0:00:26
7	Regional Advisory Committee (RAC) Meeting Quorum Minnesota Emergency Communications Boards	36	30	0:00:18
8	Next Generation 9-1-1 Committee (NG911) Minnesota Emergency Communications Boards	31	25	0:01:22
9	Southeast Minnesota Emergency Communications Board Minnesota Emergency Communications Boards	39	25	0:00:50
10	Documents & Resources Minnesota Emergency Communications Boards	30	19	0:00:12

MOST POPULAR DOWNLOADED FILES:

	Document Name	Unique Downloads	Downloads
1	www.cmnradio.org/DocumentCenter/View/985/Alex Tech Campus Map	133	340
2	mnecb.org/DocumentCenter/Document/View/173/2020 Draft Budget	11	13
3	www.mnecb.org/DocumentCenter/Document/View/189/Integrated Public Alert and Warning System (IPAWS) - Local Alert and Warning (PDF)	9	9
4	www.cmnradio.org/DocumentCenter/Document/199/ACU Module 2 (PDF)	8	8
5	www.cmnradio.org/Document/View/706/ 2019 Users Membership List	8	9
6	www.cmnradio.org/DocumentCenter/Document/View/1319/DHS OEC FY2019 TA/SCIP Guide Highlights and Offerings	7	7
7	www.mnecb.org/DocumentCenter/Document/View/1333/MESB CAD-to-CAD Interoperability Feasibility Report and Recommendations	7	8
8	mnecb.org/DocumentCenter/Document/792/Regional Access Form (Doc)	6	6
9	www.cmnradio.org/DocumentCenter/Document/View/1564/SECB Strategic Plan 2019-2021 (PDF)	6	6
10	www.mnecb.org/DocumentCenter/Document/View/190/Minnesota's Statewide Radio System-ARMER (PDF)	6	7

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			
ESB70-700-Grant Admin	1.75		
ESB75-751-Cler Gen Adm	2.00		
Dammann, Becky	<u>3.75</u>		
Gieseke, Shari			
ESB70-700-Grant Admin	4.25	0.75	0.75
ESB71-710-Web General Admin	4.75		
ESB71-718-Web Gen Adm Non-Region	1.50		
ESB75-751-Cler Gen Adm	6.50	0.75	0.75
ESB75-754-Cler Finance	1.50		
ESB77-771-Mtg Prep	10.75		
ESB77-774-Mtg Min	27.75	1.25	1.25
ESB77-775-Mtg Min Logger	2.25		
Gieseke, Shari	<u>59.25</u>	<u>2.75</u>	<u>2.75</u>
Myers, Micah			
ESB76-762-Prj Mgt Logger PM	1.50		
ESB77-771-Mtg Prep	2.00		
Myers, Micah	<u>3.50</u>		
Grand Total:	<u><u>66.50</u></u>	<u><u>2.75</u></u>	<u><u>2.75</u></u>

Information Technology

From 6/1/2019 To 6/30/2019-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.