

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

1. Major Topics/Issues/Activities.

- a. **Grants Management.** Worked with counties on their MN Public Safety Communications Conference grant submittals. Submitted 2nd quarter Progress Reports for SECB and SHSP. Submitted 2nd quarter Financial Status Report for SECB and SHSP. Updated the Infrastructure request spreadsheet and added additional items to align grant request with ECN programs.
- 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 Analyzer: Receive from manufacturer and return to Stearns County to complete use.
 - CM Analyzer: Stearns transferred analyzer to Todd County. Next county will be Kandiyohi.
- c. **Project Management:** Continued work with ECN on a potential CAD to CAD assessment project. Created a questionnaire form for CAD Workgroup and compiled responses. CAD Workgroup meeting management. Continue to add statewide information to the website. Created Communications Plan page. Added training to Training Calendar for Northeast Region. Uploaded agenda for Northeast Region. Provided Southeast Region instructions as requested to add calendar widget to their pages. Updated the Acronym List. Unpublished and deleted 56 documents for EMAC Committee.
- d. **State Committee Meetings:** Attend PSCR Conference on behalf of region in Chicago. Learn about projects being worked on by groups and universities to address future technology needs for Public Safety Responders. Conference funded by SLIGP 2.0 grant for purposes of FirstNet planning. Attend Interop Committee and Regional Leadership Meeting (No Charge).
- 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.

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g. System Administration:

- CM Logger: Conference call to discuss expansion.
- CM Logger: Monitor after Motorola maintenance produced peculiar results. Communicate with both Northland Business and Motorola regarding the results.
- Genesis: Discuss reports needed for CentraCare participation plan.
- Genesis: Correspondence with MnDOT and Genesis regarding issues found with the reporting tool.

2. Board Action.

July 31, 2019:

- Board approved the 2020 CMESB Budget.
- Board made a motion to draft a letter to Motorola regarding the inter-zone patching issue and get the Board's signatures on the letter.
- Board approved Owners & Operators Committee request to adopt the 2020 Training Roadmap with the requested flexibility for the classes offered next year.
- Board approved Owners & Operators Committee request to accept the contract with Dave Theis for technical consulting as part of the Regional Coordinator Contract.
- Board approved Logger Committee request to move forward with the upgrade with each member agency paying an additional ~\$4,000 in 2019/2020 to keep a \$20,000 reserve.

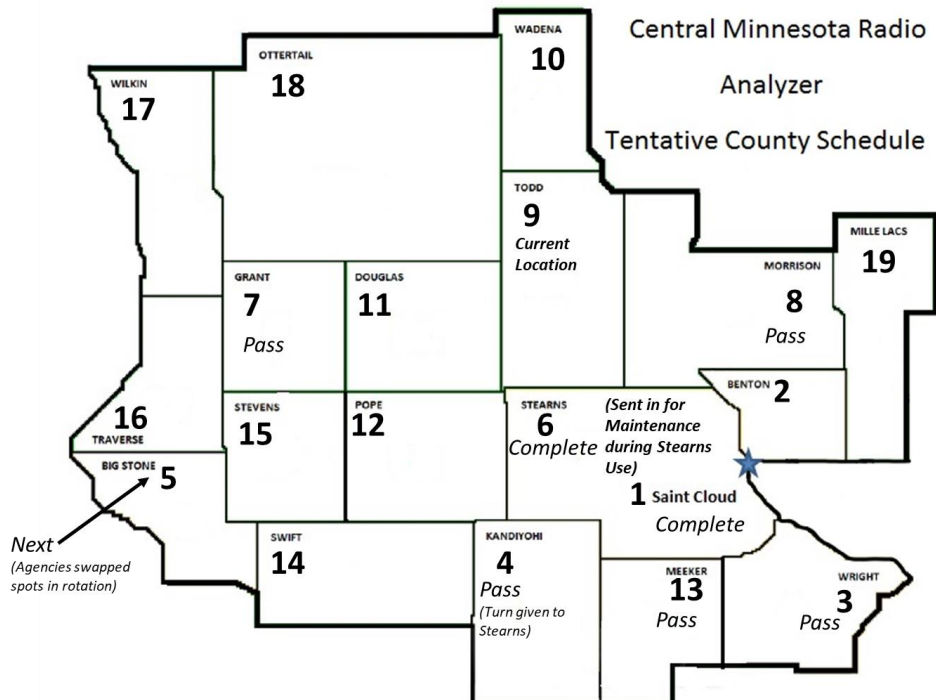
3. Major Expenditures.

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	Available	Currently with Todd County
CM Logger	Online	
OTHER ACTIVITY:		

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	\$26,880.00	\$0.00
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	\$19,625.13	\$12,548.58
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)	December/July	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
July 2019			
Regional Leadership Group Meeting	St. Cloud MnDOT	July 22 nd	10:00 a.m. – 3:00 p.m.
August 2019			
September 2019			
All Hazards Incident Dispatcher – 2-day Workshop	St. Cloud Police Department	September 4-5 th	9:00 a.m. – 4:00 p.m.

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**

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WEBSITE ACTIVITY:

WEBSITE: MINNESOTA EM...
FROM 2019-07-01 TO 2019-07-31
ALL VISITS
DASHBOARD

Overview

REFERRER TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE
Direct Entry	1,574	4,536	2.9	4 min 17s	55%
Search Engines	163	680	4.2	3 min 3s	44%
Websites	17	32	1.9	2 min 4s	59%

Visitor Browser

BROWSER	VISITS
Chrome	632
Internet Explorer	443
Mobile Safari	141
Firefox	126
Chrome Mobile	116

Device type

TYPE	VISITS	ACTIONS	ACTIONS PER VISIT	AVG. TIME ON WEBSITE	BOUNCE RATE	CON
Desktop	1,325	3,806	2.9	3 min 7s	53%	
Smartphone	291	574	2	8 min 37s	58%	
Tablet	100	253	2.5	3 min 34s	57%	
Unknown	38	615	16.2	7 min 6s	53%	

Visitor Map

1.8k visits

World-Wide Visits

Returning Visits Over Time

Visitor Location (City)

CITY	VISITS
Unknown	994
Raleigh, North Carolina, United States	83
Saint Paul, Minnesota, United States	79
Minneapolis, Minnesota, United States	72
Chicago, Illinois, United States	39
Saint Cloud, Minnesota, United States	28
Farmington, Minnesota, United States	27
Fergus Falls, Minnesota, United States	24
New London, Minnesota, United States	23
Vancouver, British Columbia, Canada	21
Cheyenne, Wyoming, 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	989	543	0:01:03
2	Minnesota Emergency Communications Boards Official Website	535	349	0:00:55
3	Minnesota Emergency Communications Boards	94	64	0:00:28
4	Central Region Boards & Committees Minnesota Emergency Communications Boards	78	61	0:00:07
5	Next Generation 9-1-1 Committee (NG911) Minnesota Emergency Communications Boards	49	35	0:02:54
6	Central Region Minnesota Emergency Communications Boards	37	32	0:00:09
7	Emergency Services Board (ESB) Minnesota Emergency Communications Boards	34	28	0:01:25
8	Choose Your Region for Boards & Committees Minnesota Emergency Communications Boards	30	21	0:00:09
9	Documents & Resources Minnesota Emergency Communications Boards	28	20	0:00:13
10	Field Operations Guides Minnesota Emergency Communications Boards	18	16	0:00:10

MOST POPULAR DOWNLOADED FILES:

	Document Name	Unique Downloads	Downloads
1	www.cmnradio.org/Document/View/985/Alex Tech Campus Map	175	533
2	mnecb.org/Document/View/1612/CAD-to-CAD Questionnaire1-Responses	40	71
3	mnecb.org/Document/View/1625/Executive Summary - CAD to CAD Interoperability Project - 07.16.19	12	25
4	mnecb.org/DocumentCenter/View/1603/StatusBoard Report June 2019	11	14
5	www.cmnradio.org/DocumentCenter/Document/199/ACU Module 2 (PDF)	11	12
6	mnecb.org/DocumentCenter/Document/792/Regional Access Form (Doc)	10	11
7	www.mnecb.org/DocumentCenter/Document/1004/TCPP Save-the-Date	9	9
8	mnecb.org/DocumentCenter/Document/View/173/2020 Draft Budget	8	9
9	dps.mn.gov/divisions/ecn/programs/interoperability/Documents/FOGs and FOG related/MnFOG 2-2 -- 2017-10-26.pdf	7	7
10	www.cmnradio.org/DocumentCenter/Document/View/265/ARMER Change Review 08-29-2012 v1 (PDF)	6	6

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			
ESB75-751-Cler Gen Adm	0.50		
ESB75-754-Cler Finance	0.25		
ESB76-763-Prj Mgt NG911	4.00		
Dammann, Becky	<u>4.75</u>		
Gieseke, Shari			
ESB70-700-Grant Admin	9.25	0.25	0.25
ESB71-710-Web General Admin	5.50		
ESB71-711-Web Support Technical	0.25		
ESB71-717-Web Support EMAC	0.50		
ESB71-718-Web Gen Adm Non-Region	2.75		
ESB75-751-Cler Gen Adm	5.50	0.50	0.50
ESB76-763-Prj Mgt NG911	5.75		
ESB77-771-Mtg Prep	6.25	0.25	0.25
ESB77-774-Mtg Min	25.25	6.75	6.75
Gieseke, Shari	<u>61.00</u>	<u>7.75</u>	<u>7.75</u>
Larson, Brandon			
ESB73-734-System Admin Genesis	0.25		
ESB73-736-System Admin Logger	3.50		
ESB75-751-Cler Gen Adm	2.50		
Larson, Brandon	<u>6.25</u>		
Myers, Micah			
ESB77-771-Mtg Prep	5.50		
Myers, Micah	<u>5.50</u>		
Grand Total:	<u><u>77.50</u></u>	<u><u>7.75</u></u>	<u><u>7.75</u></u>

Information Technology

From 7/1/2019 To 7/31/2019-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.