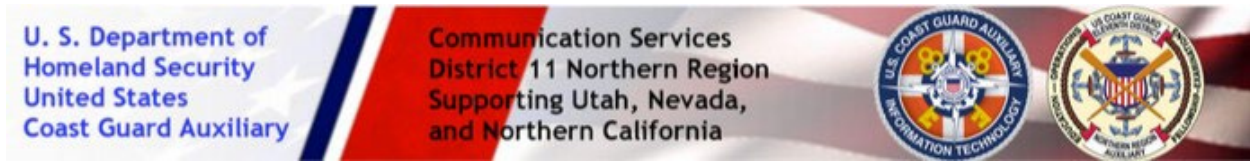# D11N Communication Services (CS) Report
March 2023

March 15, 2023

To: Curtis Han
Cc: Jim Losi
Cc: Randy McCormick
Cc: District Board and Staff,
From: Carl Henning DSO-CM

In This Report:

- D11N CS Projects / Goals
- D11N CS Activities: Items of Importance
- D11N CS Activities
- D11N Division CS Activities

D11N CS Projects/Goals:

- Develop a D11N Communications Services Guide for the D11N CS team. The purpose of the Guide is to:
  - Provide guidance, procedures, and information for future District Communications Services team members.
  - Document the various aspects (where to find) of our hosting account (accounting, billing, website management) and the various activities related to D11N hosting services, this includes but not limited to:
    - Identifying and establish central and groups administration accounts for the D11N Communications Services Team.
    - Where to find account information.
    - Identifying and describing what alerts are sent from the hosting services
    - Identifying when backups are performed.
  - Identifying and documenting the D11N directory structure i.e., what the directories are and what information is within those directories
- Determine the retention age for keeping Board and Staff reports, photos, and other related information (files) that is not being used on any D11N web page. How long should these files be kept (e.g., 3, 4, 7, etc.)?
- Clean up the D11N website directory structure: currently there is a lot of related information and content in multiple directories by moving all related content to a central location. Determine what is the status out of date directories on D11N.
- Ensure that the D11N Communications Services Team is involved in the planning aspects that pertain to D-Train and PCA events, when using the RSVPBOOK reservation and ticketing application.
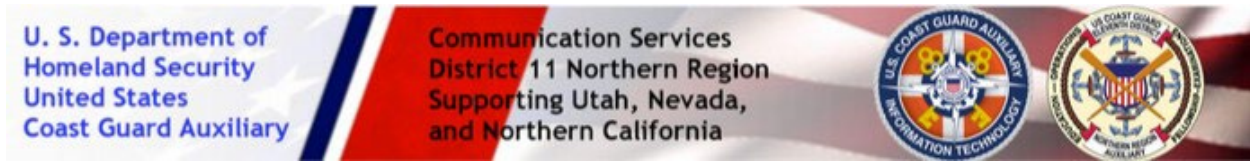
D11N CS Activities

- Updated the D11N website with requests for webpage changes and corrections to D11 webpages and content from reported errors received from:
  - Updated the DSO-OPS webpage with "QE Check Ride Due Dates" and "Requirements Before Requesting A QE" files
  - Updated the OTO webpage with new training documentation for Coxswains and Boat Crew.
  - Reorganized the DSO-CM web page menu and menu, added new information and content, and placed existing and new content into the member zone.
  - Updated the D11N webpage and DTRAIN web page with new content to reflect the cancellation of DTRAIN.
- Provided DTRAIN support and registration assistance to the DTRAIN staff and attendees who had question and experienced issues with the registration and payment process
- Updated the DTRAIN on-line registration site as requests were made.
- Refunded all registrations payment from RSVPBOOK due to the recent cancellation of DTRAIN 202.3
- Held WOW review training session via Zoom for Division 5 FSO-CS personnel.
- Provided WOW assistance to Division 5 Vice Commander, Kit Gavin in updating the Division 5 web page.
- Received reports from D11N Staff and prepared them for subsequent uploading (posting) to the D11N website. This included:
  - Created PDF files from those reports that where in Word and jpeg formats
  - Renamed those reports that were sent in PDF format to correspond to D11N website file naming standards (i.e., DSOxx.pdf, DistrictMinutes.pdf)
- Troubleshooting D11N web server errors as they occur

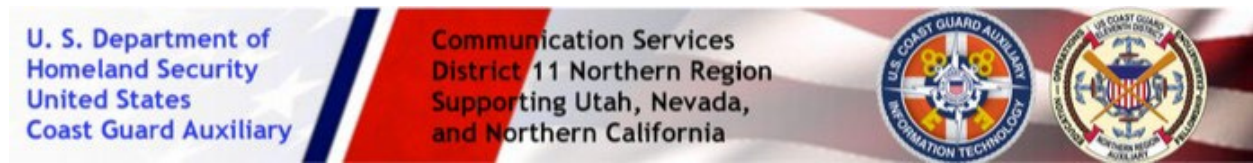## D11N Division CS Activities

Division 1 (No SO Appointed)

- No Report Received

Division 3 (Ernest Shih)

- Division 3:
  - Keep calendar updated with relevant information.
  - Manage the Division website inquiries.
- Flotilla 3-1:

- o No report received.
- Flotilla 3-3:
  - o No report received.
- Flotilla 3-5:
  - o No report received.
- Flotilla 3-10:
  - o Keep calendar updated with relevant information.
  - o Manage the Flotilla website inquiries.
  - o Manage the Flotilla GoToMeeting calendar event.
  - o Assisted FC/Team conference equipment setup for January Monthly meeting.
- Projects
  - o Continue to validate website (113-3 and 3-10) compliance requirements.
  - o Continue to update and/or clean up some old files, old website links and pictures on 113-3 and 3-10 websites.
- Future Activities
  - o N/A
- Challenges
  - o 3-1 and 3-3 offer no monthly report and/or contact.
- Agency Interactions:
  - o N/A
- Goals and Objectives
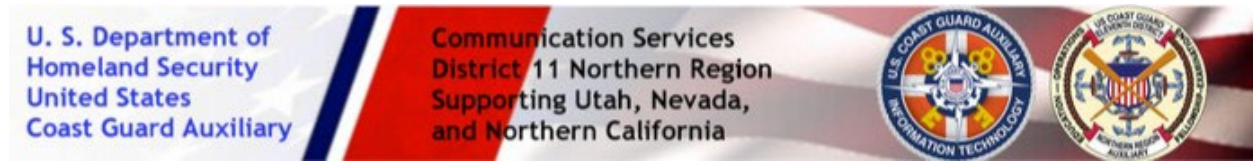 - o Continue looking for improvement and stability.

Division 4 (Derek Chan)

- Nothing to report

Division 5 (Robert Gleason)

- Division 5
  - o No Report Received
- Flotilla 51 (Jon Sargent, FSO-CS)
  - o No Report Received
- Flotilla 52 (Ray Tanaka, FSO-Cs)
  - o No Report Received
- Flotilla 53 (Giovanni Paolo Bacigalupi, FSO-CS)
  - o No Report Received
- Flotilla 55 (Thomas Herbst, FSO-CS)

U. S. Department of Homeland Security United States Coast Guard Auxiliary

Communication Services District 11 Northern Region Supporting Utah, Nevada, and Northern California

- o No Report Received

Division 6 (Kim Huynh)

- Nothing to report

Division 7 (Carl Henning)

- Nothing to report

Division 8 (William Hale)

- Reviewing and updating Division webpage. Reviewing each flotilla's webpages.
- Flotilla 08-07,
  - o No FSO-CS.
- Flotilla 08-08
  - o No Report Received.
- Flotilla 08-11
  - o Nothing to Report.
- Flotilla 08-39
  - o Reviewing and updating Flotilla webpage.
  - o Requested photo of FC for the website.

Division 10 (Michael Brady)

- No report received

Division 11 (Bryce Leinan)

- Nothing to Report

Division 12

- No report received

End of District CS Team Report