

DATE: 05-04-17
TO: 911 Emergency Response Advisory Committee
FROM: Teresa Wiley, Sparks Police Department Dispatch, twiley@cityofsparks.us 775-353-2420
THROUGH: Brian Allen, Chief of Police, Sparks Police Department
SUBJECT: REQUEST FOR TRAVEL AND TRAINING FOR SPARKS POLICE DEPARTMENT, PSAP : A review, discussion and possible action to approve, deny or otherwise modify a request for funding for the costs associated with attending NENA 2017, a training conference in San Antonio, TX, from June 3, 2017 through June 8, 2017, for two dispatchers from Sparks Police Department for a cost not to exceed \$5,683.00 for travel, registration, seminars, and meetings. Reno Police Department will not be sending anyone to this conference

SUMMARY

PUBLIC SAFETY TRAINING CONFERENCE FOR PRIMARY PSAP (Public Safety Answering Point) SPARKS POLICE DEPARTMENT:

A review, discussion and possible action to approve, deny or otherwise modify a request for funding for the costs associated with attending NENA 2017, a training conference in San Antonio, TX, from June 3, 2017 through June 8, 2017, for two dispatchers from Sparks Police Department for a cost not to exceed \$5,683.00 for travel, registration, seminars, and meetings. Reno Police Department will not be sending anyone to this conference.

NRS APPLICABLE: *NRS 244A.7645* Provides approval of costs associated with maintenance, upgrade and replacement of equipment necessary for the operation of the enhanced telephone system.

STAKEHOLDER REVIEW(s)

Stakeholder is a primary Public Safety Answering Points (PSAP) – Sparks Police Department Dispatch and Washoe County Sheriff’s Office.

PREVIOUS ACTION BACKGROUND

Yearly a request is made for funding for two (2) individuals from each of the three (3) primary PSAP’s to attend the conference. This conference will provide critical training on 911 technology operations, policies and education issues.

FISCAL IMPACT

The Enhanced 911 Fund is a special revenue fund which receives revenue pursuant to NRS 244A.7643 in the form of telephone surcharges collected to support the emergency reporting system. Budget authority exists within the E911 Fund to the travel and training to the public safety training conferences for registrations, seminars and meetings.

NENA 2017 training conference in San Antonio, TX, LA, registration is \$749.00 per person, airfare is approximately \$540.00 per person round trip, travel and lodging is \$1552.29 per person, for a total not to exceed \$5,683.00. Attending for Sparks Police Department are Shelley Burkhart and Maureen Dyette, both are dispatchers.

RECOMMENDATION

It is recommended that the E911 Emergency Response Advisory Committee approve the request for funding for the costs associated with attending the NENA 2017 training conference not to exceed \$5,683.00.

POSSIBLE MOTION

Move to approve the recommendation to fund the NENA 2017 training conference not to exceed \$5,683.00



Travel Expense Form City of Sparks

Revised



Check Request Number

Name (Last, First) Shelley Burkhart	Department Police	Date 4/5/17
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Travel Location San Antonio, TX	Purpose To attend the NENA 2017 Conference
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6/3/17	Time 6:15 AM	Return Date 6/8/17	Time 10:30 PM	Subsistence Rate \$64.00
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Place "1-4" if P-Card or "5" Paid in advance through A/P Check Here ↓

Date	6/3 Sat	6/4 Sun	6/5 Mon	6/6 Tue	6/7 Wed	6/8 Thu					Total
Air Travel	539.96									1	\$539.96
Auto Rental											
Taxi/Shuttle	19.00							19.00			\$38.00
Fuel											
Registration	749.00									1	\$749.00
Lodging	232.33	232.33	232.33	232.33	232.33						\$1,161.65
Subsistence	64.00	64.00	49.92	64.00	46.72	64.00					\$352.64
Parking/Tolls											
Misc.											
Misc.											
Misc.											

Put an "X" in the cell if the meal will be provided to the traveler by an outside source.

Breakfast			X								
Lunch					X						
Dinner											

Personal Vehicle Use

Departure:	Destination:	Miles	Rate	Subtotal	
			\$0.535		
			\$0.535		Total

Airline Ticket Quote
Must include Printout with Form

Total Travel Expenses:	\$2,841.25
Expenses Paid by P-Card:	\$1,288.96
Expenses Paid by Check:	
Total Due Traveler:	\$1,552.29

Payments

Advance to Traveler	Registration Check	P-Card		
Name (Last, First) Shelley Burkhart	Name	P-Card Number	Name on P-Card	Total Charged to P-card
Department Police	Address	1	Debra Price	\$1,288.96
Cost Account 603280/092013	Program 603275/092013	2		
PE ID/ Vendor Number 10237	PE ID/ Vendor Number	3		
Amount \$1,552.29	Amount	4		
I hereby certify that all costs seem necessary and appropriate for travel.				
Accounting's Signature				

Comments:
Traveling with Maureen Dyette.

I hereby certify that this account of travel expenses is accurate and conforms with applicable regulations. The expenses are actual, reasonable, and will be personally incurred in performance of my official duties. No portion of this claim will be provided free of charge, covered by a registration fee, or paid from another source in the future.	I hereby certify that I have reviewed this travel claim and find it to be reasonable and in compliance with established travel policy.
Traveler's Signature	Department Head's Signature
I hereby certify that I have received the following check:	Check Number:
Traveler's Signature	Amount:



Travel Expense Form

City of Sparks

Revised



Check Request Number

Name (Last, First) Maureen Dyette	Department Police	Date 4/5/17
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Travel Location San Antonio, TX	Purpose To attend the NENA 2017 Conference
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6/3/17	Time 6:15 AM	Return Date 6/8/17	Time 10:30 PM	Subsistence Rate \$64.00
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Parking/Tolls											
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Put an "X" in the cell if the meal will be provided to the traveler by an outside source.

Breakfast			X								
Lunch					X						
Dinner											

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Payments

Advance to Traveler	Registration Check	P-Card		
Name (Last, First) Maureen Dyette	Name	P-Card Number	Name on P-Card	Total Charged to P-card
Department Police	Address	1	Debra Price	\$1,288.96
Cost Account 603280/092013	Program 603275/092013	2		
PE ID/ Vendor Number 11068	PE ID/ Vendor Number	3		
Amount \$1,552.29	Amount	4		
		I hereby certify that all costs seem necessary and appropriate for travel.		
		Accounting's Signature		

Comments:
Traveling with Shelley Burkhart.

<p>I hereby certify that this account of travel expenses is accurate and conforms with applicable regulations. The expenses are actual, reasonable, and will be personally incurred in performance of my official duties. No portion of this claim will be provided free of charge, covered by a registration fee, or paid from another source in the future.</p>	<p>I hereby certify that I have reviewed this travel claim and find it to be reasonable and in compliance with established travel policy.</p>
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<p>Traveler's Signature</p> <p>I hereby certify that I have received the following check:</p> <p>Traveler's Signature</p>	<p>Department Head's Signature</p> <p>Check Number:</p> <p>Amount:</p>
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