

DATE: January 4, 2018
TO: 911 Emergency Response Advisory Committee
FROM: Dena Moore, Assistant Manager, City of Reno Public Safety Dispatch,
avansinod@reno.gov 775-334-2370
THROUGH: Jenny Hansen, Director, City of Reno Public Safety Dispatch
SUBJECT: REQUEST FOR TRAVEL AND TRAINING FUNDING FOR CITY OF RENO PUBLIC SAFETY DISPATCH PSAP: A review, discussion and possible action to approve, deny or otherwise modify a request for funding for the costs associated with two staff members to attend the TRICON 2018 Training Conference for a cost not to exceed \$4,500.00 for travel, registration, seminars, and meetings.

SUMMARY

PUBLIC SAFETY TRAINING CONFERENCE FOR PRIMARY PSAP (Public Safety Answering Point) RENO PUBLIC SAFETY DISPATCH:

A review, discussion and possible action to approve, deny or otherwise modify a request for funding for two (2) individuals from Reno Public Safety Dispatch to attend the TRICON 2018 Conference, March 19, 2018 through March 21, 2018 in Anaheim, CA., not to exceed the amount of \$4,500.00.

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 Answer Point (PSAP) – City of Reno Public Safety Dispatch.

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 four Dispatch Training Conferences. TRICON is one of these preapproved conferences. This conference will provide training on the Computer Aided Dispatch system technology, operations, 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.

The TRICON conference is in Anaheim, CA. Conference registration is \$795 per person, airfare is \$312 per person round trip, per diem/meals, travel (to/from hotel) & incidentals is approximately \$129 per person, transportation to and from the airport \$100 per person round trip (no free shuttle is provided), and lodging is approximately \$893 per person, for an approximate total cost per person of \$2230. Attending for Reno Public Safety Dispatch are Operations Supervisor Elaina Hooper and Dispatcher Scott Weese.

RECOMMENDATION

It is recommended that the E911 Emergency Response Advisory Committee approve the request for funding for the costs associated with two staff members attending the TRICON 2018 conference, not to exceed funds of more than \$4,500.00 total for Reno Public Safety Dispatch.

POSSIBLE MOTION

Move to approve the recommendation to fund costs associated with two staff members attending the TRICON 2018 conference in Anaheim, CA., not to exceed \$4,500.00 for Reno Public Safety Dispatch.

City of Reno

Training/Travel Request Form



COPY

Employee Name & Address	Elaina Hooper P.O. Box 8372 Reno, NV 89507	Vendor #	2719	Date	1/4/2018	
Employee Shift Hours (i.e. 8-5)	Tue-Fri 5am-3pm	Department/Division				Reno Public Safety Dispatch
Purpose						TriCon Conference 2018/Conference for the Public Safety Computer Aided Dispatch System

Travel Information

Departure	Date:	3/18/2018	Return	Date:	3/22/2018
	Time:	10:45 AM		Time:	1:10 PM
Destination(s)	Anaheim, California				
Mode of Transportation	Commercial Airline				

Training Information

Course Title	TriCon Conference 2018				
Location of Course	Hilton Anaheim 777 W Convention Wy		Course Dates To-From		
			03/19/2018-03/21/2018		

Is this course required to maintain a certification required by current position? Yes No

Do you serve on the Board of Directors of a Committee of the organization sponsoring the meeting or will you be making a presentation? Yes No

→ If "yes" to any of the above, please explain on a separate sheet.

One of the following items is requires: (attach) Brochure Registration Form Memo

Estimated Costs

Per Diem	Days	Rate	Total
Lodging	4	223.02	\$ 892.08
Meals			
Breakfast	0	-	
Lunch	0	-	
Dinner	2	28.00	56.00
Incidentals	3	5.00	15.00
Transportation Costs			
Airfare, Shuttle, Taxi			411.96
Rental Car**			-
Registration Fees			795.00
Other			56.25
Total Estimated Costs			2,226.29
Total Amount of Advance Requested (00100-1220-0000) cc: 011.02			\$ 127.25
How much, if any, of this will be funded/reimbursed by a grant or another entity			100%

Name of Grant or Entity: 911 Advisory Borad

**Justification required as to why rental car is needed: NONE

Account to which training/travel should be charged: 00100-1700-1710-7484-0000

Employee Signature & Date —Advance of money to an employee of the City of Reno constitutes a lien against that employee's salary.	Authorized Signature & Date —Department Head Approval	Approval Signature & Date <input type="checkbox"/> City Manager <input type="checkbox"/> Asst City Manager
1/4/18	J Anderson	

An expense claim must be completed and submitted to Finance within 10 working days of your return.

City of Reno

Training/Travel Request Form

Employee Name & Address	Scott Weese 4669 Cobra Dr. Sparks, NV 89436	Vendor #	5836	Date	1/4/2018	
Employee Shift Hours (i.e. 8-5)	Sat-Thu 5pm-3am	Department/Division				Reno Public Safety Dispatch
Purpose						TriCon Conference 2018/Conference for the Public Safety Computer Aided Dispatch System

Travel Information					
Departure	Date:	3/18/2018	Return	Date:	3/22/2018
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Meals	Breakfast	0	-	-	
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	Incidentals	3	5.00	15.00	71.00
Transportation Costs					
	Airfare, Shuttle, Taxi				411.96
	Rental Car**				-
	Registration Fees				795.00
	Other				56.25
Total Estimated Costs					2,226.29

Total Amount of Advance Requested (00100-1220-0000) cc: 011.02 \$ 127.25

How much, if any, of this will be funded/reimbursed by a grant or another entity 100%

Name of Grant or Entity 911 Advisory Borad

**Justification required as to why rental car is needed NONE

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Employee Signature & Date —Advance of money to an employee of the City of Reno constitutes a lien against that employee's salary. 1-8-18	Authorized Signature & Date —Department Head Approval 	Approval Signature & Date <input type="checkbox"/> City Manager <input type="checkbox"/> Asst City Manager
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