

DATE: April 25, 2018

TO: 911 Emergency Response Advisory Committee

FROM: Sharon Goodman, Supervising Communications Specialist,
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THROUGH: Bill Ames, Lieutenant
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SUBJECT: REQUEST FOR TRAVEL AND TRAINING FUNDING FOR WASHOE COUNTY SHERIFF'S OFFICE COMMUNICATIONS DIVISION PSAP [For possible action] – A review, discussion and possible action to approve, deny or otherwise modify a request for funding for the costs associated with two (2) staff members to attend the NENA 2018 Annual Conference & Expo in an amount not to exceed \$7,100.00 for travel, registration, seminars, and meetings.

SUMMARY:

On behalf of the Washoe County Sheriff's Office Communications Division, I would like to request approval for the reimbursement of training and travel expenses incurred for two (2) attendees to the NENA 2018 Annual Conference and Expo held June 16-21, 2018 in Nashville, TN.

APPLICABLE NRS:

NRS 244A.7645

STAKEHOLDER REVIEW:

Stakeholders include the Communications Specialists and Supervising Communications Specialists currently employed by the Washoe County Sheriff's Office, the command staff of the Washoe County Sheriff's Office currently overseeing the Communications Division, and the contracted users of the Washoe County Sheriff's Office Communications Division. These users include, but are not limited to:

Pyramid Lake Tribal Police Department
Reno-Sparks Indian Colony Police Department
Truckee Meadows Fire Protection District
North Lake Tahoe Fire Protection District

PREVIOUS ACTION & BACKGROUND

Each year, a request is made for funding to send two (2) staff members from each of the (3) primary PSAPs to the NENA Annual Conference and Expo. This conference will provide critical training and information on emerging 911 technology trends, operations, policies and education issues.

FISCAL IMPACT

The Enhanced 911 Fund is a special 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 Emergency Response Advisory Committee to approve funding of the expenses incurred by travel and training, including registrations, seminars and meetings, to public safety training conferences.

I am requesting a total reimbursement not to exceed \$7,100.00 to send two (2) staff members to this training conference. We expect to incur the following estimated expenses:

- Early registration \$749.00 per person
- Round trip airfare \$425.00 per person
- Transportation \$ 70.00 per person

- Lodging \$1,864.96 per person
- Per diem/meals \$368.00 per person

The approximate total cost per person is \$3,476.96. The staff members attending for the Washoe County Sheriff's Office will be Supervising Communications Specialists Sharon Goodman and Heather Meredith.

RECOMMENDATION

It is recommended that the E911 Emergency Response Advisory Committee approve the Washoe County Sheriff's Office Communications PSAP's request to fund the costs associated with two (2) staff members attending the NENA 2018 Annual Conference & Expo. These costs are not expected to exceed the estimated total of \$7,100.00.

POSSIBLE MOTION

Move to approve the request to fund costs associated with two (2) Washoe County Sheriff's Office Communications staff members' attendance at the NENA 2018 Annual Conference & Expo held June 16-21, 2018 in Nashville, TN, not to exceed \$7,100.00.