

**DATE:** June 27, 2018

**TO:** 911 Emergency Response Advisory Committee

**FROM:** Heather Meredith & Karinah Prevost, Supervising Communications Specialist,  
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**THROUGH:** Bill Ames, Lieutenant  
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**SUBJECT:** REQUEST FOR TRAVEL AND TRAINING REIMBURSEMENT 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 reimbursement for the costs associated with two (2) staff members attendance at the NAVIGATOR 2018 Annual Conference & Expo in an amount not to exceed \$3,465.67. for travel, registration, seminars, and meetings.

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**SUMMARY:**

On behalf of the Washoe County Sheriff's Office Communications Division, we would like to request approval for the reimbursement of training and travel expenses incurred for two (2) attendees to the NAVIGATOR 2018 Annual Conference held April 21-26, 2018 in Las Vegas, NV.

**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 NAVIGATOR Annual Conference. This conference provides critical training and information on emerging 911 caller aide trends and operation, policy 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 or reimbursement of the expenses incurred by travel and training, including registrations, seminars and meetings, to public safety training conferences.

We are requesting a total reimbursement not to exceed \$3,465.67 incurred by sending two (2) staff members to this training conference. We incurred the following expenses:

- Early registration \$ 396.00 total
- Round trip airfare \$ 869.92 total (\$434.96 per person)
- Transportation \$ 15.93 total
- Lodging \$1,421.82 total
- Per diem/meals \$ 762.00 total (\$381.00 per person)

The total cost for two people was \$3,465.67. The staff members who attended for the Washoe County Sheriff's Office were Supervising Communications Specialists Heather Meredith and Karinah Prevost.

### **RECOMMENDATION**

It is recommended that the E911 Emergency Response Advisory Committee approve the Washoe County Sheriff's Office Communications PSAP's request to reimburse the costs associated with two (2) staff members attending the NAVIGATOR 2018 Annual Conference. These costs totaled \$3,465.67.

### **POSSIBLE MOTION**

Move to approve the request to reimburse costs associated with two (2) Washoe County Sheriff's Office Communications staff members' attendance at the NAVIGATOR 2018 Annual Conference held April 21-26, 2018 in Las Vegas, NV, in the amount of \$3,465.67.