

**DATE:** December 3, 2019  
**TO:** 911 Emergency Response Advisory Committee  
**FROM:** Jenn Felter, Communications Supervisor, Washoe County 775/333-7017,  
[jfelter@washoecounty.us](mailto:jfelter@washoecounty.us)  
**THROUGH:** Sheriff Darin Balaam, Washoe County Sheriff's Office  
**SUBJECT:** REQUEST FOR TRAVEL AND TRAINING FOR WASHOE COUNTY SHERIFF'S OFFICE COMMUNICATIONS PSAP: A review, discussion and possible action to approve, deny or otherwise modify a request to fund/reimburse for the costs associated for attending IAED Navigator 2020 conference in Orlando, Florida. This is a public safety training pre-conference and conference for two Dispatchers to attend in an amount not to exceed: \$6000.00 for travel, registration, seminars, lodging, and meetings.

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### **SUMMARY**

#### **PUBLIC SAFETY TRAINING CONFERENCE FOR PRIMARY PSAP (Public Safety Answering Point) WASHOE COUNTY SHERIFF'S OFFICE COMMUNICATIONS:**

A review, discussion and possible action to approve, deny or otherwise modify a request to fund/reimburse one (1) individual from Washoe County Sheriff's Office Communications to attend the IAED Navigator 2020 Conference and Pre-Conference, April 26-May 1, 2020, in Orlando, Florida, not to exceed \$6000.00

**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 Answering Points (PSAP) – Washoe County Sheriff's Office Communications.

#### **PREVIOUS ACTION BACKGROUND**

Yearly a request is made for funding for 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.

Navigator conference 2020 in Orlando, FL registration is \$0 per person (as this will be comp'd by IAED), pre-conference is approximately \$0, airfare is approximately \$605.00 per person round trip, lodging is approximately \$1,052.00 (estimated as taxes, resort fee's, and other fee's not included) for traveler, and per diem/meals is approximately \$300.00 per person, for an approximate total per person of \$2550.00. Attending for Washoe County Sheriff's Office is Supervisor Jaleh Polak, and Communications Specialist Jen Delano whom are both assigned to Washoe County Communications.

**RECOMMENDATION**

It is recommended that the E911 Emergency Response Advisory Committee approve the request for the reimbursement costs associated with attending the Navigator 2020 conference not to exceed \$6,000.00 total for Washoe County Communications PSAP.

**POSSIBLE MOTION**

Move to approve the recommendation to fund Navigator conference in Orlando, FL not to exceed \$6,000.00.

**Felter, Jennifer**

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**From:** Meredith, Heather  
**Sent:** Saturday, December 14, 2019 10:48 AM  
**To:** Felter, Jennifer  
**Cc:** Sheriff - Communications -- Supervisors  
**Subject:** Navigator Conference Costs

Jenn~

The following is the approximate cost for sending 2 people to Navigator in Orlando in April 2020.

Navigator = \$595 x 2 people = \$1190

Southwest Air = \$605 x 2 people = \$1210 (used the avg. price for the travel days of 4/27 and return 5/1, after 1600 hrs.. May need to round to \$1300 just in case)

Hotel = \$263 x 4 nights = \$1052 x 2 people/2 rooms = \$2104 (this is not the negotiated rate. I sent an email off to the Navigator coordinator at Priority Dispatch to get conference room block rates. So, I'm using the regular room rate that is posted for this time period now on hotel website.)

Uber = \$37.44 x 2 (arrival and departure) = \$74.88

Meal Rates for 2020 from GSA.gov:

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses
Orlando	Orange	\$66	\$16	\$17	\$28	\$5

At most, per diem for meals would be: \$297 x 2 people = \$594

Total:

1190 (conference) + 1210 (travel) + 2104 (hotel) + 594 (meals) + 74.88 (uber) = \$5172.88

\*\*All costs are approximate and accommodate a round trip from 4/27 – 5/1. The returning flight from Orlando would be the evening of 5/1, after the closing luncheon.

***Heather Meredith, Communications Supervisor***

*Washoe County Sheriff's Office, Administrative Division*

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**WCSO MISSION STATEMENT**

To serve the residents of Washoe County, consistently earning the public's confidence by providing a safe and secure community using the highest quality law enforcement, detention, and support services possible within the resources entrusted to us.