

DATE: July 12, 2022
TO: 911 Emergency Response Advisory Committee
FROM: Lisa Rose-Brown, Sparks Police Department, Police Services Manager, 775-353-2304 lrosebrown@cityofsparks.us

THROUGH: Chris Crawforth, Chief of Police

SUBJECT: PUBLIC SAFETY TRAINING CONFERENCE FOR SPARKS POLICE DEPARTMENT PSAP (Public Safety Answering Point) [For possible action] – A review, discussion, and possible action to approve, deny or otherwise modify a request for reimbursement of the costs associated with attending the National Emergency Number Association (NENA) training conference in June 2022, for the amount of \$8,691.80.

SUMMARY

PUBLIC SAFETY TRAINING CONFERENCE FOR SPARKS POLICE DEPARTMENT PSAP (Public Safety Answering Point) [For possible action] – A review, discussion, and possible action to approve, deny or otherwise modify a request for reimbursement of the costs associated to attending National Emergency Number Association (NENA) training conference in June 2022, for the amount of \$8,691.80.

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 the primary Public Safety Answering Points (PSAPs) for Sparks Police Department.

PREVIOUS ACTION & BACKGROUND

Yearly a request is made for funding for individuals from each of the three (3) primary PSAP's to attend Dispatch Training Conferences, NENA is one of these conferences. The NENA conference will provide critical training with focus on training, 9-1-1 industry technology, dispatch operations and standards.

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 public safety training conferences.

RECOMMENDATION

It is recommended that the E911 Emergency Response Advisory Committee approve the request

to reimburse Sparks Police Department PSAP the costs associated with attending National Emergency Number Association (NENA) training conference in June 2022, for the amount of \$8,691.80.

POSSIBLE MOTION

Move to approve the recommendation that the E911 Emergency Response Advisory Committee approve the request to reimburse Sparks Police costs associated with attending National Emergency Number Association (NENA) training conference in June 2022, for the amount of \$8,691.80.

CONFERENCE EXPO JUNE 11-JUNE 16
NENA 2022
Louisville

Dear Alicia,

Thank you for registering for the **NENA 2022 Conference & Expo!** We look forward to seeing you June 11-16 in Louisville, Kentucky.

We've expedited the onsite registration process; look for the Express Check-In Counters located in the Main Concourse (4th Street entrance) of the Kentucky International Convention Center. The computers located at Express Check-In allow you to print your badge by using one of three methods:

- Scanning the bar code listed below (on printed and digital copies)
- Typing in the bar code number listed below
- Typing in your last name

Kindly print this page and bring it with you for quick service!

Registration Barcode	Registration Information
 * 8 1 4 8 6 6 *	Alicia Mervau Communications Dispatcher Sparks Police Department 1701 East Prater Way Sparks, NV 89434 Cell: 9165321062 E-mail: amervau@cityofsparks.us
<p><u>If you are having trouble viewing the above barcode image, click here to print your barcode.</u></p>	

A summary of your conference registration is listed below.

Sales Date	Description	Unit Price	Qty	Gross Amount
05/19/22	CTOP - Center Training Officer Program Member Thursday, June 09, 8:30 AM - 5:00 PM Friday, June 10, 8:30 AM - 5:00 PM Saturday, June 11, 8:30 AM - 5:00 PM	\$350.00	1	\$350.00
05/19/22	Full Conference NENA Member	\$725.00	1	\$725.00
05/19/22	NENA 2022 Kick-Off Celebration Extra	\$75.00	1	\$75.00

Entry Ticket
Sunday, June 12, 6:15 PM - 8:30 PM

	Total Sales	\$1,150.00
05/19/22	Payment By MC Lisa Rose-Brown *7201 04/01/2024	(\$1,150.00)
	Balance Due	\$0.00

Thursday, June 9, 2022

8:30 AM - 5:00 PM CTOP - Center Training Officer Program

Friday, June 10, 2022

8:30 AM - 5:00 PM CTOP - Center Training Officer Program

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Sunday, June 12, 2022

6:15 PM - 8:30 PM NENA 2022 Kick-Off Celebration

PLEASE NOTE: All event information will be coded to your badge, so be sure to keep track of your event selections. [Click here](#) to see the full conference schedule and other important logistical information.

CHECK-IN PROCESS

Pre-registered conference attendees may pick up badge credentials at the Registration Desk. You will need to have your badge credentials with you at all times to gain access to conference events.

Registration Desk Hours:

- Saturday, June 11 8:00AM - 4:00PM
- Sunday, June 12 8:00AM - 6:30PM
- Monday, June 13 7:00AM - 5:00PM
- Tuesday, June 14 7:30AM - 5:00PM
- Wednesday, June 15 8:15AM - 2:00PM

Expo Hall Hours:

- Monday, June 13 10:00AM - 1:30PM
- 4:00PM - 6:00PM

Tuesday, June 14

9:15AM - 4:00PM

HOTEL INFORMATION

Secure your housing online at nena.org/nena2022-housing.

CHANGES AND UPDATES

Log into the [ATTENDEE SERVICE CENTER](#) to make changes to your registration. Use the following login credentials to access your record:

Login: amervau@cityofsparks.us

Password: DLFN8542

THINGS TO KNOW

What to pack: Your days will be filled with learning and networking opportunities, so dress casual to business casual and pack comfortable shoes! Bring along a jacket or sweater for meeting rooms, and leave space in your luggage for some cool new swag from the [NENA Store](#).

Getting there: The Kentucky International Convention Center is located at 221 S. 4th St, Louisville, Kentucky and is approximately 15 minutes from Louisville Muhammad Ali International Airport (SDF). The airport offers several [ground transportation](#) options.

Get Social: Follow the NENA [Facebook](#) and [Twitter](#) accounts for conference updates, and be sure to use the conference hashtag **#NENA2022** in your posts.

CANCELLATIONS, REFUNDS & SUBSTITUTIONS

Cancellations and refunds will be issued less an administrative fee of \$150 per registrant. All refund requests must be submitted in writing. No refunds will be issued for requests received after May 6, 2022. Registrant substitutions from the same organization may be submitted in writing at any time with no penalty. If the membership status of the substitute differs from that of the original registrant, a refund or additional charge may apply. Submit requests to: Fax: [+1 847-277-7414](tel:+18472777414) or Email: registration@goeshow.com.

QUESTIONS

Please call (847) 620-4487 or email registration@goeshow.com (**Subject Line: NENA 2022 Conference**).

#ThankYou911**Register Today for the 8th Annual Run for 9-1-1!**

Lace up your running or walking shoes in support of 9-1-1 training and wellness programs on **Saturday, June 11**, and participate in the **8th Annual "Run for 9-1-1" Charity 5K in downtown Louisville!** The run will take place at **6:30PM**.

The run/walk promotes healthy living among 9-1-1 professionals, gives the greater Louisville community, and supporters from around the country, a chance to say "thank you" to 9-1-1, and generates funds for scholarships and 9-1-1 training opportunities. [Click here to register](#) or visit runfor911.org for more information.

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Here's your itinerary & receipt. See ya soon!
View our mobile site | View in browser



[Manage Flight](#) | [Flight Status](#) | [My Account](#)

Travel notice

REAL ID: Beginning May 3, 2023, TSA will require every Passenger to present a state-issued [REAL ID](#) compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States.



Hello friends,

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

JUNE 8 - JUNE 15

RNO ✈ SDF

Reno/Tahoe to Louisville

Confirmation # **2LNPNG**

Confirmation date: 05/29/2022

PASSENGER	Alicia Marie Mervau
RAPID REWARDS #	Join or Log in
TICKET #	5262123642186
EXPIRATION ¹	May 29, 2023
EST. POINTS EARNED	8,396

PASSENGER	Rebecca Jean Ormsby
RAPID REWARDS #	Join or Log in
TICKET #	5262123642185
EXPIRATION ¹	May 29, 2023
EST. POINTS EARNED	8,396

Rapid Rewards® points are only estimations.

Your itinerary

Flight 1: Wednesday, 06/08/2022 Est. Travel Time: 6h 10m [Anytime](#)

FLIGHT # 0761 DEPARTS RNO 03:45PM Reno/Tahoe ARRIVES DEN 06:50PM Denver

Stop:  Change planes

FLIGHT # 0205 DEPARTS DEN 08:25PM Denver ARRIVES SDF 12:55AM Louisville

Flight 2: Wednesday, 06/15/2022 Est. Travel Time: 7h 40m [Wanna Get Away®](#)

FLIGHT # 2779 DEPARTS SDF 07:35PM Louisville ARRIVES DEN 08:20PM Denver

Stop:  Change planes

FLIGHT # 1911 DEPARTS DEN 10:55PM Denver ARRIVES RNO 12:15AM Reno/Tahoe

Payment information

Total cost

Air - 2LNPNG

Base Fare	\$	1,986.54
U.S. Transportation Tax	\$	149.00
U.S. 9/11 Security Fee	\$	22.40
U.S. Flight Segment Tax	\$	36.00
U.S. Passenger Facility Chg	\$	36.00
Total	\$	2,229.94

Payment

Mastercard ending in 7201

Date: May 29, 2022

Payment Amount: \$1,114.97

Mastercard ending in 7201

Date: May 29, 2022

Payment Amount: \$1,114.97

Fare rules: If you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket numbers: 5262123642186, 5262123642185

All your perks, all in one place. (Plus a few reminders.)



Anytime fare: Your two bags fly free², no change³ or cancel⁴ fees, 10X Rapid Rewards[®] points, and EarlyBird automatic check-in¹⁰ now included (New!). If you need to cancel your flight, no worries, Anytime fares are refundable.⁸ [Learn more.](#)



Don't forget about our Priority and Express Lanes! They get you to the front of the ticket counter faster and help you fly through security.⁹ For priority lane access, look for "Priority Lane" or "Fly By" signs at the Southwest check-in area.



Make sure you know when to arrive at your airport. Times vary by city.



If your plans change, cancel your reservation at least 10 minutes before original scheduled departure time and request your refund. If you don't cancel your reservation in time, you'll receive a transferable flight credit.⁶

Prepare for takeoff

Use our app to make changes to your trip, get a boarding pass, & more.



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[Book car >](#)



Earn up to 10,000 Rapid Rewards[®] points per night

Choose a hotel in Louisville.

[Book hotel >](#)



Have questions about your upcoming trip?

Get all the answers before you leave for the airport.

[Prepare now >](#)

5262123642186: NONTRANSFERABLE -BG WN RNO WN X/DEN WN SDF608.73WN X/DEN WN RNO384.54USD993.27END ZP RNO4.50DEN4.50SDF4.50DEN4.50 XF RNO4.5DEN4.5SDF4.5DEN4.5
5262123642185: NONTRANSFERABLE -BG WN RNO WN X/DEN WN SDF608.73WN X/DEN WN RNO384.54USD993.27END ZP RNO4.50DEN4.50SDF4.50DEN4.50 XF RNO4.5DEN4.5SDF4.5DEN4.5

YLA0P6L YLA0P6L|YLA0P6L YLA0P6L
QLA0P2H QLA0P2H|QLA0P2H QLA0P2H

If you do not plan to travel on your flight: In accordance with Southwest's No-Show Policy, if you are not planning to travel on any portion of this itinerary, please cancel your reservation at least 10 minutes prior to the scheduled departure time of your flight. Any Customer who fails to cancel reservations for a Wanna Get Away[®] or Wanna Get Away Plus[™] fare segment at least ten (10) minutes prior to the scheduled departure time and who does not board the flight will be considered a no-show, and all remaining unused Wanna Get Away or Wanna Get Away Plus funds will be forfeited. All remaining unused Business Select[®] or Anytime funds will be converted

to a flight credit. If you no-show for your reward travel reservation, the points will be redeposited to the purchaser's Rapid Rewards® account. Any taxes and fees associated with your reward travel reservation will be held for future use in the form of a flight credit.

Prohibition on Multiple/Conflicting Reservations: to promote seat availability for our Customers, Southwest® prohibits multiple reservations for the same Passenger departing from the same city on the same date, or any multiple reservations containing conflicting or overlapping itineraries (such as departures for the same Customer from multiple cities at the same time). Furthermore, without advance notice to the Passenger or purchaser, Southwest may cancel such reservations, or any other reservations that it believes, in its sole discretion, were made without intent to travel. With the exception of Southwest gift cards, funds from proactively canceled reservations by Southwest will be returned to the original form of payment. Reservations paid for with a Southwest gift card will have the amount applied from the gift card held as a flight credit for use by the Customer on a future Southwest Airlines® flight.

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¹ All travel involving funds from this Confirmation Number must be completed by the expiration date.

² First and second checked bags. Weight and size limits apply.

³ Fare difference may apply.

⁴ Failure to cancel a reservation at least 10 minutes prior to original scheduled departure time may result in forfeited funds.

⁸ Refundable to your original form of payment, as long as you cancel your reservation at least ten (10) minutes prior to the original scheduled departure time of your flight.

⁹ This Priority Lane gets you to the front of the ticket counter faster. Express Lane gets you through the security line faster. A-List or A-List Preferred Members already enjoy the priority lane (where available).

¹⁰ EarlyBird Check-In® means you will automatically be checked in to your flight 36 hours prior to scheduled departure. In an irregular operation situation, the boarding position is not guaranteed.

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Dallas, TX 75235
1-800-I-FLY-SWA (1-800-435-9792)

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Thank you for choosing to stay with Hyatt Hotels & Resorts

Confirmation: # 11196272

Hyatt Regency Louisville

320 West Jefferson Street Louisville, 40202 United States

Tel: +1 502 581 1234

Reservation Summary

Check-in	Wed, Jun 8, 2022 04:00 PM
Check-out	Thu, Jun 16, 2022 11:00 AM
Guests	1 Guest
Rate	State Government
Room	(2) 1 King Bed Deluxe
Total Cash Per Room*	\$1,838.55
Wed, Jun 8	\$198.00
Thu, Jun 9	\$198.00
Fri, Jun 10	\$198.00
Sat, Jun 11	\$198.00
Sun, Jun 12	\$198.00
Mon, Jun 13	\$198.00
Tue, Jun 14	\$198.00
Wed, Jun 15	\$198.00
Subtotal	\$1,584.00
OCCUPANCY TAX	\$159.51
SALES TAX	\$95.04
Taxes & Fees	\$254.55

*Changes in taxes or fees will affect the total price.

Guest Details

Name MS Rebecca Ormsby

[Live Chat](#)

Need help with your reservation? Contact Hyatt Customer Service 1 800 233 1234

Special Requests

Connecting Rooms
Nonsmoking Room

Terms & Conditions

Deposit Policy

Credit Card Guarantee Required

Cancellation Policy

48 Hours Prior or 1Night Fee:Credit Card Req

Live Chat

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Dear Becca,

Thank you for registering for the **NENA 2022 Conference & Expo!** We look forward to seeing you June 11-16 in Louisville, Kentucky.

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Registration Barcode	Registration Information
 * 1 9 4 3 3 3 *	Becca Ormsby Communications Dispatcher Sparks Police Department 1701 East Prater Way Sparks, NV 89434 Cell: 7755445422 E-mail: bormsby@cityofsparks.us
<p><u>If you are having trouble viewing the above barcode image, click here to print your barcode.</u></p>	

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	4:00PM - 6:00PM

Tuesday, June 14

9:15AM - 4:00PM

HOTEL INFORMATION

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CHANGES AND UPDATES

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Password: SGSS4123

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Rose-Brown, Lisa

From: Mervau, Alicia
Sent: Sunday, May 29, 2022 8:51 AM
To: Rose-Brown, Lisa
Subject: Fwd: You're going to Louisville on 06/08 (2LNPNG)!

Here you go

Get [Outlook for iOS](#)

From: Southwest Airlines <southwestairlines@ifly.southwest.com>
Sent: Sunday, May 29, 2022 7:59:26 AM
To: Mervau, Alicia <amervau@cityofsparks.us>
Subject: You're going to Louisville on 06/08 (2LNPNG)!

This Message Is From an External Sender

[NOTICE: This message came from outside City of Sparks -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Here's your itinerary & receipt. See ya soon!
[View our mobile site](#) | [View in browser](#)



[Manage Flight](#) | [Flight Status](#) | [My Account](#)

⚠ Travel notice

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Hello friends,

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JUNE 8 - JUNE 15

RNO **SDF**

Reno/Tahoe to Louisville

Confirmation date: 05/29/2022

Confirmation # **2LNPNP**

PASSENGER **Alicia Marie Mervau**
 RAPID REWARDS # [Join](#) or [Log in](#)
 TICKET # 5262123642186
 EXPIRATION¹ May 29, 2023
 EST. POINTS EARNED 8,396

PASSENGER **Rebecca Jean Ormsby**
 RAPID REWARDS # [Join](#) or [Log in](#)
 TICKET # 5262123642185
 EXPIRATION¹ May 29, 2023
 EST. POINTS EARNED 8,396

Rapid Rewards® points are only estimations.

Your itinerary

Flight 1: Wednesday, 06/08/2022 Est. Travel Time: 6h 10m [Anytime](#)

FLIGHT # 0761	DEPARTS		ARRIVES
	RNO 03:45PM		DEN 06:50PM
	Reno/Tahoe		Denver

Stop:  Change planes

FLIGHT # 0205	DEPARTS		ARRIVES
	DEN 08:25PM		SDF 12:55AM
	Denver		Louisville

Flight 2: Wednesday, 06/15/2022 Est. Travel Time: 7h 40m [Wanna Get Away®](#)

FLIGHT # 2779	DEPARTS		ARRIVES
	SDF 07:35PM		DEN 08:20PM
	Louisville		Denver

Stop:  Change planes

FLIGHT # 1911	DEPARTS		ARRIVES
	DEN 10:55PM		RNO 12:15AM
	Denver		Reno/Tahoe

Payment information

Total cost	Payment
-------------------	----------------

Air - 2LNPNP

Base Fare	\$	1,986.54
U.S. Transportation Tax	\$	149.00
U.S. 9/11 Security Fee	\$	22.40
U.S. Flight Segment Tax	\$	36.00
U.S. Passenger Facility Chg	\$	36.00
Total	\$	2,229.94

Mastercard ending in 7201

Date: May 29, 2022

Payment Amount: \$1,114.97

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Date: May 29, 2022

Payment Amount: \$1,114.97

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Your ticket numbers: 5262123642186, 5262123642185

All your perks, all in one place. (Plus a few reminders.)



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Prepare for takeoff

Use our app to make changes to your trip, get a boarding pass, & more.

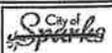


Save up to 30% off base rates with Budget.[®]

Earn up to 2,400 Rapid Rewards[®] points.



Book car >



Travel Reconciliation Form
City of Sparks

Invoice Number
BALDUE/

Name (Last, First) Ormsby, Becca Department Police Date 6/23/22

Travel Location Louisville, KY Purpose To Attend National Emergency Number Association 2022 Conference (NNEA)

Actual Expenses

Place an "X" if paid with P-Card ↓

Date	6/8 Wed	6/9 Thu	6/10 Fri	6/11 Sat	6/12 Sun	6/13 Mon	6/14 Tue	6/15 Wed	6/16 Thu	Total
Air Travel										
Auto Rental										
Taxi/Shuttle								\$17.66		\$17.66
Fuel										
Registration		\$1,150.00								X \$1,150.00
Lodging	\$229.82	\$229.82	\$229.82	\$229.82	\$229.82	\$229.82	\$229.82			\$1,608.74
Subsistence	\$32.64	\$64.00	\$64.00	\$64.00	\$64.00	\$64.00	\$64.00	\$46.72		\$463.36
Parking/Tolls										
Mileage/Equivalent										
Misc.										
Misc.										
Misc.										

Total Travel Expenses:	\$3,239.76
Advance Received by Traveler:	\$463.36
Registration Paid by Check:	
Expenses Paid by P-Card:	\$1,150.00
Total Due Traveler:	\$1,626.40
Total Due City:	

Balance Due Traveler
Name (Last, First) Ormsby, Becca
Department Police
6032801090219
14973
Amount \$1,626.40

Ormsby was not given a credit card authorization form from Lisa Rose-Brown for the lodging. She paid for the room on her own card.

I hereby certify that this account of travel expenses is accurate and conforms with applicable regulations. The expenses were actual, reasonable, and were personally incurred in performance of my official duties. No portion of this claim was provided free of charge, covered by a registration fee, or paid from another source.

I hereby certify that I have reviewed this travel claim and find it to be reasonable and in compliance with established travel policy.

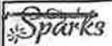
Becca Ormsby
Traveler's Signature

6/23/22 *(jm)*

Lisa Rose-Brown
Department Head's Signature

Sent to Finance 6/23/22

anyone total \$2,229.94



Travel Reconciliation Form
City of Sparks

Invoice Number
BALDUE/

Name (Last, First) Mervau, Alicia Department Police Date 6/23/22

Travel Location Louisville, KY Purpose To Attend National Emergency Number Association 2022 Conference (NNEA)

Actual Expenses

Place an "X" if paid with P-Card ↓

Date	6/8 Wed	6/9 Thu	6/10 Fri	6/11 Sat	6/12 Sun	6/13 Mon	6/14 Tue	6/15 Wed	6/16 Thu	Total
Air Travel										
Auto Rental										
Taxi/Shuttle										
Fuel										
Registration		\$1,150.00							X	\$1,150.00
Lodging	\$229.82	\$229.82	\$229.82	\$229.82	\$229.82	\$229.82	\$229.82			\$1,608.74
Subsistence	\$32.64	\$64.00	\$64.00	\$64.00	\$64.00	\$64.00	\$64.00	\$46.72		\$463.36
Parking/Tolls										
Mileage/Equivalent										
Misc.										
Misc.										
Misc.										

Total Travel Expenses:	\$3,222.10
Advance Received by Traveler:	\$463.36
Registration Paid by Check:	
Expenses Paid by P-Card:	\$1,150.00
Total Due Traveler:	\$1,608.74
Total Due City:	

Balance Due Traveler

Name (Last, First) Mervau, Alicia
Department Police
603280 / 090219
15564
Amount \$1,608.74

Traveled with Rebecca Ormsby. Ormsby paid for room with her own card, they both did not have a credit card authorization form for Lisa Rose-Brown's card.

I hereby certify that this account of travel expenses is accurate and conforms with applicable regulations. The expenses were actual, reasonable, and were personally incurred in performance of my official duties. No portion of this claim was provided free of charge, covered by a registration fee, or paid from another source.

I hereby certify that I have reviewed this travel claim and find it to be reasonable and in compliance with established travel policy.

Alicia Mervau 6/23/22 *(Signature)*

(Signature)

Sent to Finance 6/23/22