

DATE: March 1, 2023
TO: 911 Emergency Response Advisory Committee
FROM: Karinah Prevost, Communications Supervisor, Washoe County 775/333-7000
kprevost@washoecounty.gov
THROUGH: Sheriff Darin Balaam, Washoe County Sheriff's Office
SUBJECT: REQUEST FOR TRAINING REIMBURSEMENT FOR WASHOE COUNTY SHERIFF'S OFFICE COMMUNICATIONS PSAP: A review, discussion and possible action to approve, deny or otherwise modify a request to reimburse the costs associated with EMD/EPD/EFD call taking software training and certification through the International Academy of Emergency Dispatch (IAED) for two (2) new hires onboarded in September of 2022 for Washoe County Communications totaling \$2,190.00, the required CPR/Basic Life Saving (BLS) courses and certification totaling \$65.00, and one (1) IAED re-certification fee totaling \$30.00, for a grand total not to exceed \$2,285.00 through fiscal year 2022/2023.

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 reimburse the costs associated with EMD/EPD/EFD call taking software training and certification through the International Academy of Emergency Dispatch (IAED) for two (2) new hires onboarded in September of 2022 for Washoe County Communications totaling \$2,190.00, the required CPR/Basic Life Saving (BLS) courses and certification totaling \$65.00, and one (1) IAED re-certification fee totaling \$30.00. The grand total for these two trainings and certifications through IAED and required CPR/BLS courses with certification, and one re-certification are not to exceed \$2,285.00 through fiscal year 2022/2023.

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

In the E911 Emergency Response Advisory board meeting July 18, 2019, the Board approved funding to reimburse the County for same/like classes. Additionally, at the May E-911 meeting granted the City of Reno reimbursement for EFD training.

Additionally, the International Academy of Emergency Dispatching requires the applicant must also be CPR-certified through the National Safety Council, American Heart Association, American Red Cross, European Resuscitation Council, or equivalent to be EMD-certified. The February 2022 E-911 meeting granted Washoe County reimbursement for CPR-BLS training and certification.

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.

RECOMMENDATION

It is recommended that the E911 Emergency Response Advisory Committee approve the request to reimburse all costs associated with certification for two (2) employees in International Academy of Emergency Dispatching EMD/EPD/EFD call taking on-line training and certification and the required CPR/BLS courses and certification, and one (1) IAED re-certification not to exceed the grand total of \$2,285.00 for Washoe County Communications PSAP.

POSSIBLE MOTION

Move to approve the recommendation to reimburse all costs associated with training and certification in EMD/EFD/EPD and CPR/BLS for two (2) new hires onboarded in September of 2022 along with one IAED re-certification for an existing employee for Washoe County Communications not to exceed a grand total of \$2,285.00 for the fiscal year 2022/2023.

WASHOE COUNTY SHERIFF'S OFFICE AUTHORIZATION FOR PURCHASE

Method of Purchase: Procard Purchase Order SPO

KARINAH PREVOST is authorized to purchase the following item(s).

Date of Purchase	Vendor	Description of Purchase	Estimated Cost	Date Item(s) Received	Actual Cost
11/2/2022	Priority Dispatch/IAED	EFD - RETEST for Certification	30.00		30.00

Estimated cost should include shipping and handling, freight, etc.

Cost Center / Internal Order: **60594**
 G/L Account: **710509**

EPLS Checked - attach documents to claim: Yes N/A

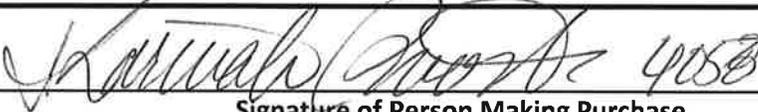
Insurance verified - required if vendor will be on-site Yes N/A

Barcode Required - If yes, barcode request must be completed Yes N/A

Comments:

Transaction ID #381981 - Purchase on 11/2/22: 1) Retest for EFD certification for C.Rosasco = TOTAL: \$30.00
 *** NOTE: This will be requested for reimbursement from E911 on 11/17/22.

I acknowledge that the use of my Washoe County Procurement card is for the above purchase(s). I understand that Washoe County does not pay tax, and that I will be responsible for verifying that no tax was charged for this purchase. I further acknowledge that I understand that I am authorized only for the above purchase. I understand that the following documents must be scanned and emailed to the Administrative Accounting Office immediately after receiving these items: completed copy of this form, all receipts, the EPLS verification, verification of vendor's insurance. I understand that if I do not provide these documents and receipts that I will be fiscally responsible for the purchases, and that I am responsible for any tax charged and not recovered from the vendor. Tax ID# 88-6000138.

 4058 11/2/22
 Signature of Person Making Purchase Date

Purchases approved by:

 1997 11.2.22
 Captain / Manager Date

Prevost, Karinah

From: Accounting@emergencydispatch.net
Sent: Wednesday, November 2, 2022 6:19
To: Prevost, Karinah
Subject: Transaction receipt

[NOTICE: This message originated outside of Washoe County -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Thank you for your payment. Please find below a copy of your credit card confirmation. For any questions contact International Academies of Emergency Dispatch (IAED) Accounting Team.

Thank you,
Accounting
Accounting@Emergencydispatch.org

--Transaction Information--

Merchant: National Academies of Emergency Dispatch
Amount: \$30.00 USD
Transaction Date: Nov 02 2022, 08:19 AM CDT
Tax Exempt: no
Authorization Code: 069855
Status: Submitted For Settlement

--Payment Information--

Card Type: MasterCard
Credit Card Ends With:3214

--Customer Information--

Name: karinah prevost
Email: kprevost@washoecounty.gov
Billing Address: karinah prevost
1001 e 9th st
building d-200
reno, 89512

View History Bookmarks Window Help

iaed.netexam.com

In | Federal Student Aid

QuickBooks

Receipt Information

Transaction Id: 381981

Date of purchase: 11/2/2022 8:15 AM

Payment Method: MasterCard

Payor Name: karinah prevost

Total Sale: USD \$30.00

Student Name: Charity J. Rosasco

Company: Washoe County Sheriff's Office Communication

Payee Company: Priority Dispatch Corp.

Braintree Id: r7m3rwhv

Items Purchased

[EFD v7 NU Recertification Retest #1](#) (ID :132586)

No Of Attendees: 1

Total:

WASHOE COUNTY SHERIFF'S OFFICE AUTHORIZATION FOR PURCHASE

Method of Purchase: Procard Purchase Order SPO

KARINAH PREVOST is authorized to purchase the following item(s).

Date of Purchase	Vendor	Description of Purchase	Estimated Cost	Date Item(s) Received	Actual Cost
9/12/2022	Priority Dispatch/IAED	EPD, EFD, EMD Courses for 2 new hires - new certifications	2,190.00		2,190.00

Estimated cost should include shipping and handling, freight, etc.

Cost Center / Internal Order: **60594**

G/L Account: **710509**

EPLS Checked - attach documents to claim: Yes N/A

Insurance verified - required if vendor will be on-site Yes N/A

Barcode Required - If yes, barcode request must be completed Yes N/A

Comments:

EMD/EFD/EPD Courses purchased for two new hires. Transaction ID# 371620 for Jessica Herrera (\$365/ea x 3 = \$1,095) ; Transaction ID#371621 for Karlyn Jones - (\$365/ea x 3 = \$1,095) = **TOTAL: \$2,190.00**
***** NOTE: Request for reimbursement will be presented to the E911 Board, November 2022.**

I acknowledge that the use of my Washoe County Procurement card is for the above purchase(s). I understand that Washoe County does not pay tax, and that I will be responsible for verifying that no tax was charged for this purchase. I further acknowledge that I understand that I am authorized only for the above purchase. I understand that the following documents must be scanned and emailed to the Administrative Accounting Office immediately after receiving these items: completed copy of this form, all receipts, the EPLS verification, verification of vendor's insurance. I understand that if I do not provide these documents and receipts that I will be fiscally responsible for the purchases, and that I am responsible for any tax charged and not recovered from the vendor. Tax ID# 88-6000138.

	9/19/22
Signature of Person Making Purchase	Date

Purchases approved by:

	9.21.22
Captain / Manager	Date

Transaction Id: 371621

Date of purchase: 9/12/2022 4:29 PM

Payment Method: MasterCard

Payor Name: Karinah Prevost

Total Sale: USD \$1,095.00

Student Name:

Karlyn Jones

Company: Everyone

Payee Company: Priority Dispatch Corp.

Braintree Id: n49k7xw6

Items Purchased

EPD v6 OUTEC v1.0 Remote (ID :250753) **USD \$365.00**

Date: Tuesday, October 18, 2022 12:00:00 PM - Friday, October 21, 2022 4:00:00 PM
Venue: Remote Classroom 02
No Of Attendees: 1

EFD v7 OUTEC Remote (ID :254282) **USD \$365.00**

Date: Monday, October 24, 2022 11:00:00 AM - Thursday, October 27, 2022 3:00:00 PM
Venue: Remote Classroom 04
No Of Attendees: 1

EMD v13 OUTEC v1.0 Remote (ID :250466) **USD \$365.00**

Date: Sunday, October 9, 2022 6:00:00 AM - Tuesday, October 18, 2022 10:00:00 AM
Venue: Remote Classroom 01
No Of Attendees: 1

Total: **USD \$1,095.00**

Transaction Id: 371620**Date of purchase:** 9/12/2022 3:00 PM**Payment Method:** MasterCard**Payor Name:** Karinah Prevost**Total Sale:** USD \$1,095.00**Student Name:**

Jessica Herrera

Company: Everyone**Payee Company:** Priority Dispatch Corp.**Braintree Id:** 4pbxt93k**Items Purchased**

EMD v13 OUTEC v1.0 Remote (ID :250466)	USD \$365.00
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Date: Sunday, October 9, 2022 6:00:00 AM - Tuesday, October 18, 2022 10:00:00 AM
Venue: Remote Classroom 01
 No Of Attendees: 1

EPD v6 OUTEC v1.0 Remote (ID :250753)	USD \$365.00
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Date: Tuesday, October 18, 2022 12:00:00 PM - Friday, October 21, 2022 4:00:00 PM
Venue: Remote Classroom 02
 No Of Attendees: 1

EFD v7 OUTEC Remote (ID :254282)	USD \$365.00
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Date: Monday, October 24, 2022 11:00:00 AM - Thursday, October 27, 2022 3:00:00 PM
Venue: Remote Classroom 04
 No Of Attendees: 1

Total:	USD \$1,095.00
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Prevost, Karinah

From: Accounting@prioritydispatch.net
Sent: Monday, September 12, 2022 2:39 PM
To: Prevost, Karinah
Subject: Transaction receipt

[NOTICE: This message originated outside of Washoe County -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Thank you for your payment. Please find below a copy of your credit card confirmation. You may contact Priority Dispatch Accounting Team for additional questions.

Thank you,
Accounting
Accounting@prioritydispatch.net

--Transaction Information--

Merchant: Priority Dispatch Corp
Amount: \$1,095.00 USD
Transaction Date: Sep 12 2022, 04:39 PM CDT
Tax Exempt: no
Authorization Code: 073969
Status: Submitted For Settlement

--Payment Information--

Card Type: MasterCard
Credit Card Ends With:3214

--Customer Information--

Name: Karinah Prevost
Email: kprevost@washoecounty.gov
Billing Address: Karinah Prevost
1001 E 9th St
Building D200
Reno, 89512

Prevost, Karinah

From: Accounting@prioritydispatch.net
Sent: Monday, September 12, 2022 2:37 PM
To: Prevost, Karinah
Subject: Transaction receipt

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Thank you for your payment. Please find below a copy of your credit card confirmation. You may contact Priority Dispatch Accounting Team for additional questions.

Thank you,
Accounting
Accounting@prioritydispatch.net

--Transaction Information--

Merchant: Priority Dispatch Corp
Amount: \$1,095.00 USD
Transaction Date: Sep 12 2022, 04:37 PM CDT
Tax Exempt: no
Authorization Code: 045477
Status: Submitted For Settlement

--Payment Information--

Card Type: MasterCard
Credit Card Ends With:3214

--Customer Information--

Name: Karinah Prevost
Email: kprevost@washoecounty.gov
Billing Address: Karinah Prevost
1001 E 9th St
Building D200
Reno, 89512

WASHOE COUNTY SHERIFF'S OFFICE AUTHORIZATION FOR PURCHASE

Method of Purchase: Procard Purchase Order SPO

KARINAH PREVOST is authorized to purchase the following item(s).

Date of Purchase	Vendor	Description of Purchase	Estimated Cost	Date Item(s) Received	Actual Cost
9/19/2022	ShopCPR	CPR-BLS for 2 new hires	100.00		65.00

Estimated cost should include shipping and handling, freight, etc.

Cost Center / Internal Order: **60594**

G/L Account: **710509**

EPLS Checked - attach documents to claim: Yes N/A

Insurance verified - required if vendor will be on-site Yes N/A

Barcode Required - If yes, barcode request must be completed Yes N/A

Comments:

CPR/BLS online \$32.50/pp: ORDER #001807468 for 1) Jessica Herrera and 2) Karlyn Jones = **TOTAL \$65.00**

***** NOTE: Request for reimbursement will be presented to the E911 Board, November 2022.**

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	9/19/22
Signature of Person Making Purchase	Date

Purchases approved by:

	9.21.22
Captain / Manager	Date

Prevost, Karinah

From: shopcpr@email.shopcpr.heart.org on behalf of Sales
<shopcpr@email.shopcpr.heart.org>
Sent: Monday, September 19, 2022 3:43 PM
To: Prevost, Karinah
Subject: Your AHA ShopCPR Order Confirmation #001807468

[NOTICE: This message originated outside of Washoe County -- **DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]



Dear Karinah Prevost,

Thank you for placing your order with AHA ShopCPR. Please find your order details below. You can check the status of your order by logging into your [account](#).

If you have questions about your order, please visit AHA ShopCPR customer support at ShopCPR.Heart.org/contact.

Order #: 001807468

Order Date: Sep 19, 2022, 5:43:16 PM

Organization: Washoe County Sheriff's Office

Purchase Order Number: I/O 60594 - Communications

Ordered by: Karinah Prevost

Email ID: kprevost@washoecounty.gov

Billing Information

Karinah Prevost
Washoe County NV
1001 E. 9th Street
BLDG D-200
Reno, Nevada, 89512

United States
T:+1 775-333-7000

Payment Method

Credit Card

Item	Quantity	Price
HeartCode® BLS	2	\$65.00
	Subtotal	\$65.00
	Grand Total	\$65.00

Thank you,
AHA ShopCPR