

**DATE:** January 18, 2024  
**TO:** 911 Emergency Response Advisory Committee  
**FROM:** Connie Shepperd, Sparks Police Department, Police Service Manager, 775-353-2241 ext. 5550, [cshepperd@cityofsparks.us](mailto:cshepperd@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 funding the costs associated with attending the National Emergency Number Association (NENA) Standards and Best Practice (NG911) Conference and Critical Issues Forum, for a cost not to exceed \$8,000.

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**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 funding the costs associated with two (2) Emergency Communications personnel attending the National Emergency Number Association (NENA) Standards and Best Practice (NG911) Conference and Critical Issues Forum, in Clearwater Florida, January 14-19, 2024; for a cost not to exceed \$8,000.

**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 four Dispatch Training Conferences. This conference will provide critical training on NG9-1-1 technology, and national standards and best practices updates for PSAP's. In addition, it will address nationwide PSAP critical 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 4 public safety training conferences.

**RECOMMENDATION**

It is recommended that the E911 Emergency Response Advisory Committee approve the request to reimburse Sparks PSAP the costs associated with two (2) Emergency Communications personnel attending the NENA Standards and Best Practice (NG911) Conference and Critical Issues Forum, for a cost not to exceed \$8,000.

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**POSSIBLE MOTION**

Move to approve the recommendation that the E911 Emergency Response Advisory Committee approve the request to reimburse Sparks PSAP the costs associated with two (2) Emergency Communications personnel attending the NENA Standards and Best Practice (NG911) Conference and Critical Issues Forum, in January 2022, for a cost not to exceed \$8,000.

\*\*\*BELOW ARE ESTIMATES FOR HOTEL /TRAVEL AND CONFERENCE PRICING. PER DIEM RATES ARE EXPECTED TO BE \$74/DAY.

	Per Person	Total for 2 Dispatchers
Registration and Pre-Conference Class	\$839.00 each	\$1,678.00
Airfare (Southwest)	\$407.96	\$ 815.92
Hotel (5 nights)	\$2,113.10	\$4,226.20
Per Diem	\$ 444.00	\$ 888.00
Estimated Transportation to/from Airport		\$ 200.00
Total Estimate		\$7,808.12

**NENA: THE 9-1-1 ASSOCIATION**

PO Box 37151 | Baltimore, MD 21297-3151 | 202.466-4911 | FAX 202.618-6370

**National Emergency Number  
Association****Invoice**

Date	Invoice #
12/4/2023	200032374

Bill To
Connie Shepperd City of Sparks PO Box 857 Sparks, NV 89432 United States

Ship To
Stephanie Buck Sparks Police 1701 E. Prater Way Sparks, NV 89434 United States

PO Number	Terms	Due Date
	Due on receipt	12/4/2023

Qty	Description	Price	Totals
1	SBP 2024 - Stephanie Buck	\$549.00	\$549.00
1	SBP Pre-Conference Course: Transforming 9-1-1 Center Culture - Stephanie Buck	\$290.00	\$290.00
<b>Sub-Total</b>			\$839.00
<b>Total</b>			\$839.00

**Payments/Adjustments**

Qty	Description	Price	Totals
1	Payment via Credit Card (using card xxxxxxxxxxxx0619) <i>Applied to invoice on 12/4/2023 1:55:07 PM</i>	(\$839.00)	(\$839.00)
<b>Total Payments/Adjustments</b>			(\$839.00)
<b>Balance Due</b>			\$0.00

Are you a NENA member? You can log into your member account to pay online!

Visit [nena.org](https://www.nena.org) to pay by check or credit card | Make checks payable to NENA | Remit invoice # with payment

# NENA: THE 9-1-1 ASSOCIATION

PO Box 37151 | Baltimore, MD 21297-3151 | 202.466-4911 | FAX 202.618-6370

**National Emergency Number Association**

## Invoice

Date	Invoice #
12/4/2023	200032375

Bill To
Connie Shepperd City of Sparks PO Box 857 Sparks, NV 89432 United States

Ship To
Lydia McCoy Sparks Police 1701 E. Prater Way Sparks, NV 89434 United States

PO Number	Terms	Due Date
	Due on receipt	12/4/2023

Qty	Description	Price	Totals
1	SBP 2024 - Lydia McCoy	\$549.00	\$549.00
1	SBP Pre-Conference Course: Change Management - Lydia McCoy	\$290.00	\$290.00
<b>Sub-Total</b>			\$839.00
<b>Total</b>			\$839.00

## Payments/Adjustments

Qty	Description	Price	Totals
1	Payment via Credit Card (using card xxxxxxxxxxxx0619) <i>Applied to invoice on 12/4/2023 2:01:55 PM</i>	(\$839.00)	(\$839.00)
<b>Total Payments/Adjustments</b>			(\$839.00)
<b>Balance Due</b>			\$0.00

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Visit [nena.org](https://www.nena.org) to pay by check or credit card | Make checks payable to NENA | Remit invoice # with payment

**Shepperd, Connie**

**From:** Southwest Airlines <southwestairlines@ifly.southwest.com>  
**Sent:** Monday, December 4, 2023 11:15 AM  
**To:** Shepperd, Connie  
**Subject:** You're going to Tampa on 01/14 (3QURJG)!

**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](#)



**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!

JANUARY 14 - JANUARY 19

**RNO**  **TPA**

Reno/Tahoe to Tampa

Confirmation # **3QURJG**

Confirmation date: 12/04/2023

**PASSENGER** **Lydia Christina Mccoy**

RAPID REWARDS # [Join](#) or [Log in](#)  
TICKET # 5262230870636  
EST. POINTS EARNED 2,008

**PASSENGER** **Stephanie Karen Buck**

RAPID REWARDS # [Join](#) or [Log in](#)  
TICKET # 5262230870635  
EST. POINTS EARNED 2,008

Rapid Rewards® points are only estimations.

# Your itinerary

**Flight 1:** Sunday, 01/14/2024 Est. Travel Time: 7h [Wanna Get Away®](#)

**FLIGHT # 0690**  
**DEPARTS RNO 05:00AM**  
 Reno/Tahoe  **ARRIVES DEN 08:20AM**  
 Denver

Stop:  Change planes

**FLIGHT # 3526**  
**DEPARTS DEN 09:35AM**  
 Denver  **ARRIVES TPA 03:00PM**  
 Tampa

**Flight 2:** Friday, 01/19/2024 Est. Travel Time: 8h 25m [Wanna Get Away®](#)

**FLIGHT # 2760**  
**DEPARTS TPA 11:45AM**  
 Tampa  **ARRIVES LAS 01:50PM**  
 Las Vegas

Stop:  Change planes

**FLIGHT # 2158**  
**DEPARTS LAS 03:45PM**  
 Las Vegas  **ARRIVES RNO 05:10PM**  
 Reno/Tahoe

## Payment information

Total cost		Payment	
<b>Air - 3QURJG</b>		<b>Mastercard ending in 0619</b>	
Base Fare	\$ 668.94	Date: December 4, 2023	
U.S. Transportation Tax	\$ 50.18	<b>Payment Amount: \$407.96</b>	
U.S. 9/11 Security Fee	\$ 22.40	<b>Mastercard ending in 0619</b>	
U.S. Flight Segment Tax	\$ 38.40	Date: December 4, 2023	
U.S. Passenger Facility Chg	\$ 36.00	<b>Payment Amount: \$407.96</b>	
<b>Total</b>	<b>\$ 815.92</b>		

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

Your ticket numbers: 5262230870636, 5262230870635

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



**Wanna Get Away® fare:** Your two bags fly free®, no change or cancel fees, and 6X Rapid Rewards® points. **NEW** – Free same-day standby (taxes and fees may apply). [Learn more.](#)

**Shepperd, Connie**

**From:** Hilton Hotels & Resorts Confirmed <noreply@h6.hilton.com>  
**Sent:** Monday, December 4, 2023 10:32 AM  
**To:** Shepperd, Connie  
**Subject:** Your Jan-14-2024 Confirmation #3455687743

**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.]



**Join Hilton Honors**   
Get instant benefits by joining - for free.

**See you soon, Stephanie Buck**

Your reservation for Jan-14-2024 has been confirmed.

Confirmation #3455687743



**Hilton Clearwater Beach Resort & Spa**

 400 Mandalay Avenue  
Clearwater FL 33767 US  
[Maps & Directions>>](#)

 +17274613222

**14** SUN  
JAN  
Check In: 4:00 PM

  
**5 Nights**

**19** FRI  
JAN  
Check Out: 11:00 AM

**Shepperd, Connie**

**From:** Hilton Hotels & Resorts Confirmed <noreply@h6.hilton.com>  
**Sent:** Monday, December 4, 2023 10:32 AM  
**To:** Shepperd, Connie  
**Subject:** Your Jan-14-2024 Confirmation #3458644530

**This Message Is From an External Sender**

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**Join Hilton Honors**   
Get instant benefits by joining - for free.

**See you soon, Lydia McCoy**

Your reservation for Jan-14-2024 has been confirmed.

Confirmation #3458644530



**Hilton Clearwater Beach Resort & Spa**

 400 Mandalay Avenue  
Clearwater FL 33767 US  
[Maps & Directions>>](#)

 +17274613222

**14** SUN  
JAN  
Check In: 4:00 PM

  
**5 Nights**

**19** FRI  
JAN  
Check Out: 11:00 AM



[Add to Calendar](#)

## Your Room Information

<b>Guest Name:</b>	Lydia McCoy
<b>Guests:</b>	1 Adult
<b>Rooms:</b>	1
<b>Room Plan:</b>	2 DOUBLES HARBOR VIEW

<b>Your Rate Information</b>	<b>BEST AVAILABLE RATE</b>
------------------------------	----------------------------

<b>Rate per night</b>	
14-Jan-2024 - 19-Jan-2024	339.00 USD
<b>Total for Stay per Room Rate</b>	<b>1,695.00 USD</b>
<b>Taxes</b>	243.10 USD
<b>Resort Charge</b>	175.00 USD

<b>Total price for Stay</b>	<b>2,113.10 USD</b>
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[Modify Your Reservation >>](#)



[Add to Calendar](#)

## Your Room Information

<b>Guest Name:</b>	Stephanie Buck
<b>Guests:</b>	1 Adult
<b>Rooms:</b>	1
<b>Room Plan:</b>	2 DOUBLES HARBOR VIEW

<b>Your Rate Information</b>	<b>BEST AVAILABLE RATE</b>
------------------------------	----------------------------

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<b>Rate per night</b>	
14-Jan-2024 - 19-Jan-2024	339.00 USD
<b>Total for Stay per Room Rate</b>	<b>1,695.00 USD</b>
<b>Taxes</b>	243.10 USD
<b>Resort Charge</b>	175.00 USD

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<b>Total price for Stay</b>	<b>2,113.10 USD</b>
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[Modify Your Reservation >>](#)