

**DATE:** February 29, 2024  
**TO:** 911 Emergency Response Advisory Committee  
**FROM:** Cody Shadle, City of Reno Public Safety Dispatch Manager  
shadlec@reno.gov  
**SUBJECT:** REQUEST FOR TRAVEL AND TRAINING FOR CITY OF RENO PUBLIC SAFETY DISPATCH PSAP: A review, discussion and possible action to approve, deny, or otherwise modify a request for funding for the costs associated with one (1) staff member to attend the 2024 NENA Goes To Washington Conference for a cost not to exceed \$3,900.00 for travel, registration, lodging, and per diem.

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**SUMMARY**

**PUBLIC SAFETY TRAINING FOR REGIONAL PRIMARY PSAPS (Public Safety Answering Point) RENO PUBLIC SAFETY DISPATCH:**

A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with one (1) staff member to attend the 2024 NENA Goes To Washington Conference for a cost not to exceed \$3,900.00 for travel, registration, lodging, and per diem.

**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)**

Stakeholders are the area Primary Public Safety Answer Points (PSAP) – City of Reno Public Safety Dispatch, City of Sparks Emergency Communications and the Washoe County Sheriff's Office Communications.

**PREVIOUS ACTION & BACKGROUND**

On January 18, 2024 the Emergency Response Advisory Committee approved funding for Washoe County Sheriff's Office Communications for the costs associated with sending two (2) attendees to the NENA Goes To Washington Conference not to exceed a cost of \$8,820.00.

**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.

The 2024 NENA Goes To Washington Conference is being held in Pentagon City. The cost breakdown is as follows; Conference registration is \$425.00 per person, airfare is approximately \$570.00 per person round trip, per diem/meals, travel to and from the hotel, and incidental expenses are approximately \$454.00 per person, and lodging is approximately \$2,390.00 per person, for an approximate total of \$3,900.00 per person.

**RECOMMENDATION**

It is recommended that the E911 Emergency Response Advisory Committee approve the request for funding for the costs associated with one (1) staff member to attend the 2024 NENA Goes To Washington Conference for a cost not to exceed \$3,900.00 for travel, registration, lodging, and per diem.

**POSSIBLE MOTION**

Move to approve the recommendation to approve, deny, or otherwise modify a request for funding for the costs associated with one (1) staff member to attend the 2024 NENA Goes To Washington Conference for a cost not to exceed \$3,900.00 for travel, registration, lodging, and per diem.

# City of Reno Travel Request Form

Employee Name <b>Trevor Nelson</b> & Address <b>6652 Aston Cir Sparks, NV 89436</b>	Vendor # <b>12643</b>	Date <b>12/28/2023</b>
Employee Shift Hours (i.e. 8- 9am-7pm WED-SAT 5)	Department/ Division <b>Public Safety Dispatch</b>	
Purpose <b>2024 NENA 9-1-1 Goes to Washington Conference</b>		

**Travel Information**

Departure Date: <b>2/24/2024</b> Time: <b>6:00 AM</b>	Return Date: <b>2/29/2024</b> Time: <b>9:31 PM</b>
Destination(s) <b>Pentagon City, Washington D.C.</b>	Mode of Transportation <b>commercial airline/subway/Uber</b>

**Training Information**

Course Title <b>2024 NENA 9-1-1 Goes to Washington</b>
Location of Course <b>Pentagon City Washington D.C.</b>
Course Dates To-From <b>2/25/24-2/28/24</b>

Is this course required to maintain a certification required by current position?	Yes	No
Do you serve on the Board of Directors of a Committee of the organization sponsoring the meeting or will you be making a presentation?	Yes	No
→ If "yes" to any of the above, please explain on a separate sheet.		

One of the following items is required: (attach) **Brochure** **Registration Form** **Memo**

**Estimated Costs**

Per Diem	Days	Rate	Total
Lodging	5	478.00	\$ 2,390.70
Meals	6	18.00	108.00
Breakfast	5	20.00	100.00
Lunch	6	36.00	216.00
Dinner	6	5.00	30.00
Incidentals			454.00
<b>Transportation Costs</b>			
Airfare, Shuttle, Taxi			568.21
Rental Car**			-
<b>Registration Fees</b>			
Other			425.00
<b>Total Estimated Costs</b>			<b>3,837.91</b>
<b>Total Amount of Advance Requested (00100-1220-0000) cc: 011.02</b>			<b>\$ 454.00</b>

How much, if any, of this will be funded/reimbursed by a grant or another entity

Name of grant or Entity

\*\*Justification required as to why rental car is needed


Account to which training/travel should be charged **00100-0800-0880-7484-0000**

**Employee Signature & Date-**

Advance of money to an employee of the City of Reno constitutes a loan against that employee's salary

 12/27/23

**Authorized Signature & Date-**  
Department Head Approval

 1/9/24

**Approval Signature & Date**



An expense claim must be completed and submitted to Finance within 10 working days of your return.



**PUBLIC SAFETY  
DISPATCH DEPARTMENT**  
Memorandum



**Date:** 01/10/2024

**TO:** Doug Thornley, City Manager

**FROM:** Joanna Aitken, Dispatch Management Assistant

**SUBJECT:** 2024 NENA Goes To Washington Conference

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**Background:**

It is City policy to request approval through the City Manager's for lodging that exceeds the current GSA rate.

**Overview:**

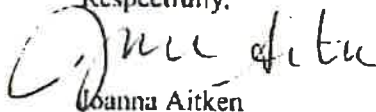
Reno Public Safety Dispatch is sending Dispatcher Trevor Nelson to the NENA Goes To Washington Conference and Expo in Arlington, Virginia/Washington D.C.

The hotel room rate is \$478.00 per night, which exceeds the current GSA rate of \$193.00 per night. Lodging is needed for 5 nights.

**Recommendation:**

Recommend approval for this travel and training.

Respectfully,



Joanna Aitken

Reno Public Safety Dispatch Management Assistant



Doug Thornley

City Manager

## FY 2024 Per Diem Rates for District of Columbia

Daily lodging rates (excluding taxes) | October 2023 - September 2024

Primary Destination	County	2023 Oct	Nov	Dec	2024 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	\$261	\$193	\$193	\$193	\$193	\$258	\$258	\$258	\$258	\$176	\$176	\$261

## FY 2024 Per Diem Rates for District of Columbia

### Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	\$79	\$18	\$20	\$36	\$5	\$59.25



## The Ritz-Carlton, Pentagon City

1250 South Hayes Street, Arlington, Virginia USA. 22202

Confirmation #83630486

The required deposit has been charged to your Mastercard card.

### Stay Details

STAY DATES

Sat, Feb 24, 2024 - Thu, Feb 29, 2024

TOTAL FOR STAY

2,390.70 USD

ROOM TYPE

Deluxe King Room, Guest room, 1 King

ROOMS

1

ADULTS

1

ROOM PREFERENCES

No room preferences were selected.

RATE

Prepay Non-Refundable Non-Changeable  
Getaway Downtown

---

### Summary of Charges

1 room for 5 night(s)

Saturday, February 24, 2024	341.10 USD
Sunday, February 25, 2024	350.10 USD
Monday, February 26, 2024	431.10 USD
Tuesday, February 27, 2024	494.10 USD
Wednesday, February 28, 2024	476.10 USD
<b>Total Cash Rate</b>	<b>2,092.50 USD</b>
Estimated government taxes and fees	298.18 USD

---

**Total for Stay**

**2,390.70 USD**

---



# Passengers

[« New search](#)

## ROUND TRIP

### Reno, NV to Washington, DC

Saturday, February 24, 2024 to Thursday, February 29, 2024

**NEW CARDMEMBER OFFER**

Your trip total  
**\$541.20**

Price for all passengers  
[Price and tax information](#)

Includes taxes and carrier imposed fees  
[Bag and optional fees](#)

Earn up to a **\$200** + **40,000**  
statement credit bonus miles



Pay today:	<b>\$541.20</b>
Card statement credit:	<b>\$200.00</b>
Total after statement credit:	<b>\$341.20</b>

Plus, get your first checked bag free on domestic American Airlines itineraries.

[Learn more](#)

Terms apply.

## Passenger details

Enter names as printed on each passenger's government-issued photo ID. [TSA Secure Flight rules](#)



## Your trip is booked

We'll email your confirmation shortly. Thanks for choosing American Airlines

\$ 568.21

Your trip to Washington, DC

Your trip to Washington, DC

Record Locator: **1STTBO**

Trip name: **RNO/DCA**

\$ 568.21

### DEPART

RNO to DCA

Sat, Feb 24, 2024

6:00 AM → 4:29 PM

### RETURN

DCA to RNO

Thu, Feb 29, 2024

11:45 AM → 9:31 PM

View trip details, request upgrades, change seats and more

[Manage your trip](#)

## Passengers

Prevor Nelson

Ticket number: 0012102841429

Status: **Ticketed**

You're just a click away



Manage your trip and enjoy exclusive benefits when you join the AAdvantage program.

[Join for free](#)



## Travel with benefits

Get your first checked bag free on domestic American Airlines itineraries with this credit card offer

[Card offer details](#)

[Search hotels](#)



## 2024 #NENAGTW Schedule

Share (<https://www.addthis.com/bookmark.php?v=250&pub=yourmembership>) |

### Sunday, February 25

8:30AM - 5:00PM | Pre-Conference Course  
5:00PM - 6:00PM | First Timer Meet & Greet  
6:00PM - 7:00PM | Welcome Reception

### Monday, February 26

9:00AM - 11:30AM | Sessions  
11:30AM - 12:30PM | Keynote Lunch  
1:00PM - 5:00PM | Sessions  
6:00PM - 8:00PM | Women in 9-1-1 Reception & State Delegation Meet Ups

### Tuesday, February 27

9:00AM - 11:30AM | Sessions  
12:30PM - 1:00PM | Capitol Hill Group Photo  
1:00PM - 5:00PM | Hill Visits  
5:00PM - 7:00PM NG911 Institute Awards & Reception

### Wednesday, February 28

9:00AM - 10:00AM | Coffee on the Hill With Congressional Champions  
10:00AM - 4:00PM | Hill Visits  
12:00PM - 1:30PM | NG911 Institute Technology Showcase  
4:30PM - 5:30PM | #NENAGTW Wrap-up & Closing Reception



**Eventide NexLog DX**

**Mission Critical Recording**

-  Reliability
-  Ease of Use
-  Linux-Based



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## Your trip confirmation (RNO - DCA)

American Airlines <no-reply@info.email.aa.com>

Wed 12/27/2023 9:51 AM

To: Joanna Aitken <AitkenJ@reno.gov>

American 

Issued: December 27, 2023

# Your trip confirmation and receipt

We charged \$568.21 to your card ending in 0722 for your ticket purchase.

You can check in via the American app 24 hours before your flight and get your mobile boarding pass.

**Record Locator: ISTTBQ**

**Saturday, February 24, 2024**

 **RNO**

Reno

**6:00 AM**

AA 1741 

 **PHX**

Phoenix

**9:03 AM**

Seat: **22A**

Class: **Economy (S)**

Meals:

 **PHX**

Phoenix

**10:32 AM**

AA 1635 



[Manage your trip](#)

Record Locator: ISTTBQ

**DCA**

Washington Reagan

**4:29 PM**

Seat: **21A**

Class: **Economy (S)**

Meals: **Food for purchase**

**Thursday, February 29, 2024**

≡ **DCA**

Washington Reagan

**11:45 AM**

AA 1763 

○ **LGA**

New York La Guardia

**12:57 PM**

Seat: **19F**

Class: **Economy (N)**

Meals:

≡ **LGA**

New York La Guardia

**1:32 PM**

AA 1056 

○ **DFW**

Dallas/Fort Worth

**4:56 PM**

Seat: **21F**

Class: **Economy (N)**

Meals: **Food for purchase**

≡ **DFW**

Dallas/Fort Worth

**7:49 PM**

AA 2922 

○ **RNO**

Reno

**9:31 PM**

Seat: **14A**

Class: **Economy (N)**

Meals: **Food for purchase**

[Manage your trip](#)

# Earn 15,000 bonus miles

Plus no annual fee. Terms Apply.

[Learn more](#)



## Your purchase

**Trevor Nelson**

[Join the AAdvantage® Program](#)

New ticket (0012102841429) **\$541.20**

[\$453.95 + Taxes & carrier-imposed fees  
\$87.25]

Preferred seat (DFW-RNO) **\$27.01**

Document #: (0010641517042)  
[\$25.13 + Taxes & carrier-imposed fees  
\$1.88]

**Total cost** **\$568.21**

## Your payment

MasterCard (ending 0722) **\$568.21**

**Total paid** **\$568.21**

## Bag information

### Checked Bag (Airport)

RNO - DCA

1<sup>st</sup> bag \$30.00

2<sup>nd</sup> bag \$40.00

### Checked Bag (Online\*)

RNO - DCA

1<sup>st</sup> bag \$30.00

2<sup>nd</sup> bag \$40.00

RNO - DCA

Maximum dimensions: 62 inches or 158 centimeters calculated as (length + width + height)

Maximum weight: 50 pounds or 23 kilograms



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**Total for Stay**

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# City of Reno Travel Request Form

Employee Name <b>Trevor Nelson</b>	Vendor # <b>12643</b>	Date <b>12/28/2023</b>
& Address <b>6652 Aston Cir Sparks, NV 89436</b>	Department/ Division <b>Public Safety Dispatch</b>	
Employee Shift Hours (i.e. 8- 9am-7pm WED-SAT 5)		
Purpose <b>2024 NENA 9-1-1 Goes to Washington Conference</b>		

<b>Travel Information</b>			
Departure	Date: <b>2/24/2024</b>	Return	Date: <b>2/29/2024</b>
	Time: <b>6:00 AM</b>		Time: <b>9:31 PM</b>
Destination(s)	<b>Pentagon City, Washington D.C.</b>		
	Mode of Transportation	<b>commercial airline/subway/Uber</b>	

<b>Training Information</b>
Course Title <b>2024 NENA 9-1-1 Goes to Washington</b>

Location of Course <b>Pentagon City Washington D.C.</b>	Course Dates To-From <b>2/25/24-2/28/24</b>
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Is this course required to maintain a certification required by current position?	Yes	No
Do you serve on the Board of Directors of a Committee of the organization sponsoring the meeting or will you be making a presentation?	Yes	No
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One of the following items is required: (attach) **Brochure** **Registration Form** **Memo**

Estimated Costs				Total
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<b>Transportation Costs</b>				
Airfare, Shuttle, Taxi				568.21
Rental Car**				-
<b>Registration Fees</b>				
Other				425.00
<b>Total Estimated Costs</b>				<b>3,837.91</b>

Total Amount of Advance Requested (00100-1220-0000) cc: 011.02 \$ 454.00

How much, if any, of this will be funded/reimbursed by a grant or another entity  
 Name of grant or Entity

\*\*Justification required as to why rental car is needed  
 Account to which training/travel should be charged **00100-0800-0880-7484-0000**

<b>Employee Signature &amp; Date-</b> <small>Advance of money to an employee of the City of Reno constitutes a loan against that employee's salary</small> 12/27/23	<b>Authorized Signature &amp; Date-</b> <small>Department Head Approval</small> 1/9/24	<b>Approval Signature &amp; Date</b> _____
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An expense claim must be completed and submitted to Finance within 10 working days of your return.



**PUBLIC SAFETY  
DISPATCH DEPARTMENT**  
Memorandum



**Date:** 01/10/2024

**TO:** Doug Thornley, City Manager

**FROM:** Joanna Aitken, Dispatch Management Assistant

**SUBJECT:** 2024 NENA Goes To Washington Conference

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**Background:**

It is City policy to request approval through the City Manager's for lodging that exceeds the current GSA rate.

**Overview:**

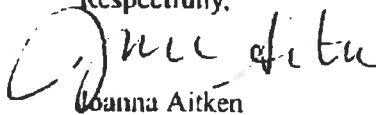
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The hotel room rate is \$478.00 per night, which exceeds the current GSA rate of \$193.00 per night. Lodging is needed for 5 nights.

**Recommendation:**

Recommend approval for this travel and training.

Respectfully,



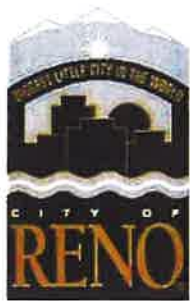
Joanna Aitken

Reno Public Safety Dispatch Management Assistant



Doug Thornley

City Manager



**PUBLIC SAFETY  
DISPATCH DEPARTMENT**  
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Reno Public Safety Dispatch Management Assistant

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Doug Thornley

City Manager

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**Training Information**

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Registration Fees	425.00
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Other	-
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Total Estimated Costs	3,837.91
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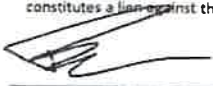
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 12/27/23

**Authorized Signature & Date-**

Department Head Approval

 1/9/24

**Approval Signature & Date**

An expense claim must be completed and submitted to Finance within 10 working days of your return.

# National Emergency Number Association


## Event Confirmation

Event Information	
Name of Event	9-1-1 Goes To Washington
Date/Time	
Location	Ritz-Carlton Pentagon City 1250 S Hayes St Arlington, Virginia 22202
Contact	Jonathan Gilad, Government Affairs Director (jgilad@nena.org)

Attendee/Guest Information			
Name	Trevor Nelson	Date Registered	12/27/2023
Registration ID/Badge #	24997715	Number Attending	1
First time attending?	Check here if this is your first time attending.		
Nametag (First Name Only)	Trevor	Title	Dispatcher
Email Address *	nelson@reno.gov		
Agency/Compan	City of Reno Public Safety Dispatch		
Mailing Address	5195 Spectrum Blvd.		
Address cont.			
City *	Reno	State/Prov (abbrev.) *	NV
Zip/Postal Code *	89512	Country	USA
Mobile Phone Number *	530-320-0872	Daytime Phone Number	7753342370
Congressional District Number		Congressional Representative	
<b>Special Needs (ADA accommodation: must be requested by January 16, 2024)</b>			

## Transaction Detail - History

[Return to State](#)

 Audit data could take up to 24 hours to update. Therefore, changes made in PaymentNet may not display on this screen until the next day.

[General Information](#) [Receipts](#) [Addendum](#) [History](#)

Transaction Date 12/27/2023

Transaction Id 4340858250001

Post Date 12/29/2023

Transaction Amount \$ 425

Merchant NENA

Change Date	Change Time	Field Name	Previous Value	New Value	Modified By
-------------	-------------	------------	----------------	-----------	-------------

No Records Found