

DATE: July 3, 2024
TO: 911 Emergency Response Advisory Committee
FROM: Connie Shepperd, Sparks Police Department, Police Service Manager, 775-353-2241 ext. 5550, cshepperd@cityofsparks.us
THROUGH: Chris Cawforth, Chief of Police

SUBJECT: REQUEST FOR TRAINING CONFERENCE REIMBURSEMENT 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 for Sparks Police Department PSAP for the costs associated with three communications personnel attending the Hexagon Public Safety 2024 North American Summit Conference in Cape Coral, FL in September 2024 for an amount not to exceed \$12,000.

SUMMARY

REQUEST FOR TRAINING REIMBURSEMENT 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 for Sparks Police Department PSAP for the costs associated with three communications personnel attending the Hexagon Public Safety 2024 North American Summit Conference in Cape Coral, FL in September 2024 for an amount not to exceed \$12,000.

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 Dispatch Training Conferences.

In August 2023, the E911 Emergency Response Advisory Committee approved reimbursement for Sparks PSAP personnel to attend the Hexagon User Conference in November 2023, and in September 2023, the board approved reimbursement for both Reno Public Safety Dispatch and Washoe County Sheriff's Office Communications to attend the Hexagon User Conference in November 2023.

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 for the costs associated with three dispatch personnel attending the Hexagon Public Safety 2024 North American Summit Conference in September 2024, for an amount not to exceed \$12,000.

POSSIBLE MOTION

Move to approve that the E911 Emergency Response Advisory Committee approve the request to reimburse Sparks Police Department PSAP for the costs associated three dispatch personnel attending the Hexagon Public Safety 2024 North American Summit Conference in September 2024, for an amount not to exceed \$12,000.

Estimated Cost Per Attendee

Conference - \$ 400.00
Hotel - \$1,808.53
Airfare - \$ 600.00 - \$1,050.00
(with taxes & service fees)
[Rental Car \$ 402.00 - \$600.00 for week]
Rental Car PP \$ 134.00 - \$200.00
Est. Total \$2,942.53 - \$3,458.53

Estimated Total Cost for 3 Personnel

Conference - \$1,200
Hotel - \$5,425.29
Airfare - \$ 1,800.00 - \$3,150.00
(with taxes & service fees)
Rental Car \$ 402.00 - \$600.00
Est. Total \$8,827.29 - \$10,375.29

Invoice #20119669

Invoice From:

INTERGRAPH CORPORATION

63-0573222

305 Intergraph Way

Madison, AL 35758

Invoice To:

Billed Contact: Sheila Lichius-III

Company: City of Sparks - Police

Address: PO Box 857

City: Sparks

Country: United States of America

State: NV

Zip Code: 89432

Invoice Date:

May 29, 2024

Paid

Event Name:

**HEXAGON PUBLIC SAFETY 2024 NORTH AMERICA
SUMMIT**

Ticket	Name	Price	Fee	Tax	Subtotal
Early bird - \$400	Connie Shepperd	US\$400	US\$0	US\$0	US\$400
Early bird - \$400	Kristin Lindquist	US\$400	US\$0	US\$0	US\$400
Early bird - \$400	John Patton	US\$400	US\$0	US\$0	US\$400
Early bird - \$400	Mike Smith	US\$400	US\$0	US\$0	US\$400
Early bird - \$400	Eric Atkins	US\$400	US\$0	US\$0	US\$400
Early bird - \$400	Sheila Lichius-III	US\$400	US\$0	US\$0	US\$400

Total (net): US\$2,400**Tax 0% : US\$0****Total: US\$2,400****Total Tickets: 6**

Payment Date: May 29, 2024

Paid Via: mastercard - XXXX-XXXX-XXXX-6873

This invoice was issued by *Intergraph Corporation* using the Bizzabo platform. Bizzabo is not the seller of the good or services specified on the invoice and does not assume any responsibility for any information contained herein. Your payment of the amounts set forth in this invoice are remitted to *Intergraph Corporation*. *Intergraph Corporation* alone remains responsible for the delivery of the goods or service. Bizzabo assumes no responsibility relating to the event, the goods, the services, this invoice or to any act or omission on the part of *Intergraph Corporation*.

Shepperd, Connie

From: no-reply@marriott.com
Sent: Wednesday, June 5, 2024 3:07 PM
To: Shepperd, Connie; Lichius-III, Sheila
Subject: Shepperd Connie (CSHEPPERD@CITYOFSPARKS.US) sent you an email from www.marriott.com

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.]

This Marriott.com reservation email has been forwarded to you by Shepperd Connie (CSHEPPERD@CITYOFSPARKS.US)

The Westin Cape Coral Resort at Marina Village

Guest name: Shepperd Connie
Confirmation Number: 70740882
Check-in: Saturday, September 14, 2024
Check-out: Saturday, September 21, 2024
Number of guests: 1
Number of rooms: 1

Room Preferences & Description
Guest room, 2 Queen, River view, Balcony
Room 1:
Split reservation
Room 2:
Split reservation
Room 3:
Split reservation

This hotel has a smoke-free policy

Summary of Charges:

3room(s) for 7night(s)

Saturday, September 14, 2024 - 197.00
Sunday, September 15, 2024 - 189.00
Monday, September 16, 2024 - 189.00

Tuesday, September 17, 2024 - 197.00
Wednesday, September 18, 2024 - 204.00
Thursday, September 19, 2024 - 204.00
Friday, September 20, 2024 - 197.00

Total cash rate-1377.00

Resort Fee-245.00

Estimated government taxes and fees - 62.17666666666667

Total per room - 1808.53

Total for stay in hotel's currency - 1808.53 USD

Rate Rules:

Cancelling Your Reservation

You may cancel your reservation for no charge before 11:59 PM local hotel time on September 7, 2024 (7 day[s] before arrival). Please note that we will assess a fee of 219.66 USD if you must cancel after this deadline. If you have made a prepayment, we will retain all or part of your prepayment. If not, we will charge your credit card.

Modifying Your Reservation

Please note that a change in the length or dates of your reservation may result in a rate change. Your current rate may be available if your modified reservation still includes:
A stay of 4 night(s) or more.

Shepperd, Connie

From: United Airlines <Receipts@united.com>
Sent: Wednesday, June 5, 2024 6:22 PM
To: Shepperd, Connie
Subject: eTicket Itinerary and Receipt for Confirmation MSJXRV

Follow Up Flag: Flag for follow up
Flag Status: Flagged

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Wed, Jun 05, 2024

Thank you for choosing United.

A receipt of your purchase is shown below. Please retain this email receipt for your records.

Get ready for your trip: Visit the [Travel-Ready Center](#), your one-stop digital assistant, to find out about important travel requirements specific to your trip.

Confirmation Number:

MSJXRV

Flight 1 of 4 UA699

Class: United Economy (L)

Sat, Sep 14, 2024

05:30 AM

Reno, NV, US (RNO)

Sat, Sep 14, 2024

08:45 AM

Denver, CO, US (DEN)

Flight 2 of 4 UA2601

Class: United Economy (L)

Sat, Sep 14, 2024

09:45 AM

Denver, CO, US (DEN)

Sat, Sep 14, 2024

03:30 PM

Fort Myers, FL, US (RSW)

Flight 3 of 4 UA2343

Class: United Economy (L)

Sat, Sep 21, 2024

03:55 PM

Fort Myers, FL, US (RSW)

Sat, Sep 21, 2024

06:03 PM

Denver, CO, US (DEN)

Flight 4 of 4 UA2115

Class: United Economy (L)

Sat, Sep 21, 2024

07:20 PM

Denver, CO, US (DEN)

Sat, Sep 21, 2024

08:44 PM

Reno, NV, US (RNO)

Traveler Details

SHEPPERD/CORNELIA

eTicket number: **0162394722392**

Frequent Flyer: **UA-XXXXX116 Member**

Seats: **RNO-DEN 11B**

DEN-RSW 34A

RSW-DEN 31F

DEN-RNO 30F

RNO-DEN

Preferred Zone Seat (0164407079334)

Purchase Summary

Method of payment:

Master Card ending in 0619

Date of purchase:

Thu, Jun 06, 2024

Airfare:	463.96
U.S. Transportation Tax:	34.80
U.S. Flight Segment Tax:	20.00
Passenger Civil Aviation Security Service Fee:	11.20
U.S. Passenger Facility Charge:	18.00

Total Per Passenger: **547.96 USD**

Total: 547.96 USD

Additional Purchase Summary