DATE: August 24, 2026

TO: 911 Emergency Response Advisory Committee

FROM: Cody Shadle, City of Reno Public Safety Dispatch, Director shadlec@reno.gov 775-334-2370

SUBJECT: **REQUEST FOR REIMBURSEMENT FOR THE PURCHASE OF DISPATCH EQUIPMENT FOR THE CITY OF RENO PUBLIC SAFETY ANSWERING POINT [For Possible Action]** - A review, discussion and possible action to approve, deny or otherwise modify a request to reimburse the costs associated with the purchase of the following equipment: six (6) HW540 EncorePro Convertible Headsets for a total amount of $492.96; four (4) Poly EncorePro HW710 headsets for a total amount of $315.28; thirty-five (35) Poly EncorePro HW 530/540 foam cushions for a total amount of $132.65; thirty-five (35) Poly EncorePro HW 530/540 Large for a total amount of $261.80; and five (5) Plantronics In-Line mute switches for a total amount of $144.70; all together for a total not to exceed amount of $1,347.39; and if approved, forward such recommendation to the Board of County Commissioners. *Cody Shadle, City of Reno*

SUMMARY

REQUEST FOR EQUIPMENT REIMBURSEMENT FOR CITY OF RENO PUBLIC SAFETY DISPATCH PRIMARY PSAP (Public Safety Answering Point) [For Possible Action] - A review, discussion and possible action to approve, deny or otherwise modify a request to reimburse the costs associated with the purchase of the following equipment HW540 EncorePro Convertible Headsets Qty six (6) $492.96; Poly EncorePro HW710 headsets qty four (4) $315.28; Poly EncorePro HW 530/540 foam cushions qty thirty-five (35) $132.65; Poly EncorePro HW 530/40 Large Qty thirty-five (35) $261.80; Plantronics In-Line mute switch qty five (5) $144.70; not to exceed $1,347.39.

NRS APPLICABLE: *NRS 244A.7645* Provides approval of costs associated with purchasing, leasing or renting the equipment and software necessary to operate the enhanced telephone system, including, without limitation, equipment and software that identify the number from which a call is made, 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) – City of Reno Public Safety Dispatch.

PREVIOUS ACTION & BACKGROUND

On March 4th, 2026, the Washoe County E911 Emergency Response Advisory Committee approved reimbursement to the City of Reno Public Safety Dispatch for the cost of five (5) Poly Encore HW 540 Headsets and ten (10) Poly encore HW 710 Headsets for a total of $1,134.40.

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.

RECOMMENDATION

It is recommended that the E911 Emergency Response Advisory Committee approve the request to reimburse the costs associated with the purchase of the following equipment;
HW540 EncorePro Convertible Headsets Qty six (6) $492.96; Poly EncorePro HW710 headsets qty four (4) $315.28; Poly EncorePro HW 530/540 foam cushions qty thirty-five (35) $132.65; Poly EncorePro HW 530/540 Large Qty thirty-five (35) $261.80; Plantronics In-Line mute switch qty five (5) $144.70; not to exceed $1,347.39.

POSSIBLE MOTION

Move that the E911 Emergency Response Advisory Committee approve the request to reimburse the costs associated with the purchase of the following equipment; HW540 EncorePro Convertible Headsets Qty six (6) $492.96; Poly EncorePro HW710 headsets qty four (4) $315.28; Poly EncorePro HW 530/540 foam cushions qty thirty-five (35) $132.65; Poly EncorePro HW 530/540 Large Qty thirty-five (35) $261.80; Plantronics In-Line mute switch qty five (5) $144.70; not to exceed $1,347.39.

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PITTSBURGH PA 15253-5906

PLEASE ENCLOSE ATTACHED REMITTANCE RECEIPT WITH YOUR PAYMENT

Federal ID No.	Invoice No.	Invoice Date
52-1837891	77153942	12/11/2025

Company retains a purchase money security interest in Equipment until payment is made in full.

Sold To:
CITY OF RENO
PO BOX 1900
RENO NV 89505

Shipped To:
DISPATCH/SPECTRUM
DISPATCH/SPECTRUM
5195 SPECTRUM BLVD
RENO NV 89512

CORP. SALES (800)800-0019 CREDIT DEPT (888)294-0268 CUSTOMER SERV (800)800-0019

Date of Order	Order No.	Customer Purchase Order No.	Account No.	Terms	Date Shipped	Shipped Via
12/11/2025	63757530	DispatchAit121125	8933731	Net 30	12/11/2025	UPS - GROUND COMMERCIAL

Quantity Ordered	Back Ordered	Shipped	Item No.	Description	Unit Price	Extension
6		6	41716682	HW540 ENCOREPRO CONVERTIBLE	82.1600	492.96
			SER. #	3A3VNY MFG# 783P0AA#ABA		
			SER. #	3A3VR5 MFG# 783P0AA#ABA		
			SER. #	3A3W2D MFG# 783P0AA#ABA		
			SER. #	3A3VWW MFG# 783P0AA#ABA		
			SER. #	3A3W1N MFG# 783P0AA#ABA		
			SER. #	3A3VRX MFG# 783P0AA#ABA		

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Date 12/22/25 Vendor # 585
Account #00100-1700-1710-
Account # 00100-0880-0880-7300-0000
Approved by 276.01 [signature] 12/22/25
Commodity Code

Merchandise	Sales Tax	Shipping/Packaging
492.96		

Backordered items will be shipped and invoiced to you as soon as they are available.

Page # 1

Invoice Total
492.96

HOLLAND, PATRICIA **Ordered By** Joanna Aitken

Order No.
63757530

Company	Account No.	Invoice No.	Invoice Total
00005	8933731	77153942	**492.96**

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00005 8933731 771539420000049296

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Federal ID No.	Invoice No.	Invoice Date
52-1837891	77160664	12/12/2025

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PO BOX 1900
RENO NV 89505

Shipped To:
DISPATCH/SPECTRUM
DISPATCH/SPECTRUM
5195 SPECTRUM BLVD
RENO NV 89512

CORP. SALES (800)800-0019 CREDIT DEPT (888)294-0268 CUSTOMER SERV (800)800-0019

Date of Order	Order No.	Customer Purchase Order No.	Account No.	Terms	Date Shipped	Shipped Via
12/11/2025	63757530	DispatchAit121125	8933731	Net 30	12/12/2025	UPS - GROUND COMMERCIAL

Quantity Ordered	Back Ordered	Shipped	Item No.	Description	Unit Price	Extension
4		4	41742670	POLY ENCOREPRO HW710 SINGLE EA	78.8200	315.28
			SER. #	3ED1KN MFG# 805H7A6		
			SER. #	3EEUUA MFG# 805H7A6		
			SER. #	3EEUTA MFG# 805H7A6		
			SER. #	3ED1YD MFG# 805H7A6		

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Date 12/21/25 Vendor # 5085
Account #00100-1700-1710-
Account #00100-0880-0880-7300-0000
Approved by [signature] 12/22/25
Commodity Code 276.01

Merchandise	Sales Tax	Shipping/Packaging
315.28		

Backordered items will be shipped and Invoiced to you as soon as they are available

Page # 1

Invoice Total
315.28

HOLLAND, PATRICIA **Ordered By** Joanna Aitken

Order No.
63757530

Company	Account No.	Invoice No.	Invoice Total
00005	8933731	77160664	**315.28**

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PLEASE ENCLOSE ATTACHED REMITTANCE RECEIPT WITH YOUR PAYMENT

Federal ID No.	Invoice No.	Invoice Date
52-1837891	77484802	03/31/2026

Company retains a purchase money security interest in Equipment until payment is made in full.

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PO BOX 1900
RENO NV 89505

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Date of Order	Order No.	Customer Purchase Order No.	Account No.	Terms	Date Shipped	Shipped Via
03/30/2026	63918033	Aitk-Disp033026	8933731	Net 30	03/31/2026	UPS - GROUND COMMERCIAL

Quantity Ordered	Quantity Back Ordered	Quantity Shipped	Item No.	Description	Unit Price	Extension
35		35	41742664	POLY ENCOREPRO HW530/540 FOAM MFG# 85R18AA	3.7900	132.65

********** PLEASE NOTE EFT INSTRUCTIONS **********
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Date 4/14/24 Vendor # 585
Account #00100-1700-1710-
Account # 00100-0880-0880-7300-0000
Approved by MMcCall
Commodity Code 276.01

Merchandise	Sales Tax	Shipping/Packaging
132.65		

Backordered items will be shipped and Invoiced to you as soon as they are available.

Page # 1

Invoice Total
132.65

ARNAULT, CAMERON L **Ordered By** Joanna Aitken

Order No.
63918033

Company	Account No.	Invoice No.	Invoice Total
00005	8933731	77484802	**132.65**

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PLEASE ENCLOSE ATTACHED REMITTANCE
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Federal ID No.	Invoice No.	Invoice Date
52-1837891	77477322	03/30/2026

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Equipment until payment is made in full.

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Date of Order	Order No.	Customer Purchase Order No.	Account No.	Terms	Date Shipped	Shipped Via
03/30/2026	63918033	Aitk-Disp033026	8933731	Net 30	03/30/2026	UPS - GROUND COMMERCIAL

Quantity Ordered	Quantity Back Ordered	Quantity Shipped	Item No.	Description	Unit Price	Extension
35		35	41742607	POLY ENCOREPRO HW530/540 LARGE MFG# 85R19AA	7.4800	261.80

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Date 4/14/26 Vendor # 585
Account #00100-1700-1710-
Account # 00100-0880-0880-7300-0000
Approved by [signature]
Commodity Code 276.01

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Merchandise	Sales Tax	Shipping/Packaging
261.80		

Page # 1

Invoice Total
261.80

ARNAULT, CAMERON L **Ordered By** Joanna Aitken

Order No.
63918033

Company	Account No.	Invoice No.	Invoice Total
00005	8933731	77477322	**261.80**

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00005 8933731 774773220000026180

HeadsetPlus.com

Orders Profile

← Order 131196

Confirmed Jun 22

Delivered Jun 25

UPS® 1Z16CH090216934770

Delivered

Jun 25

Track order with Shop

5

Plantronics In-Line Mute Switch 27708-01 $134.80

$26.96/ea

Subtotal · 5 items	$134.80
Shipping	$9.90
Total	USD **$144.70**

Contact aitkenj@reno.gov

Ship to Joanna Aitken
City of Reno Public Safety Dispatch
5195 Spectrum Blvd
Reno Nevada 89512
United States
7753342370

Method Standard

Payment	Mastercard · 1407 $144.70 USD · Jun 22