DATE: 05-04-17
TO: 911 Emergency Response Advisory Committee
FROM: Teresa Wiley, Sparks Police Department Dispatch, twiley@cityofsparks.us 775-353-2420
THROUGH: Brian Allen, Chief of Police, Sparks Police Department
SUBJECT: REQUEST FOR TRAVEL AND TRAINING FOR SPARKS POLICE DEPARTMENT, PSAP: A review, discussion and possible action to approve, deny or otherwise modify a request for funding for the costs associated with attending NENA 2017, a training conference in San Antonio, TX, from June 3, 2017 through June 8, 2017, for two dispatchers from Sparks Police Department for a cost not to exceed $5,683.00 for travel, registration, seminars, and meetings. Reno Police Department will not be sending anyone to this conference.

SUMMARY

PUBLIC SAFETY TRAINING CONFERENCE FOR PRIMARY PSAP (Public Safety Answering Point) SPARKS POLICE DEPARTMENT:
A review, discussion and possible action to approve, deny or otherwise modify a request for funding for the costs associated with attending NENA 2017, a training conference in San Antonio, TX, from June 3, 2017 through June 8, 2017, for two dispatchers from Sparks Police Department for a cost not to exceed $5,683.00 for travel, registration, seminars, and meetings. Reno Police Department will not be sending anyone to this conference.

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) – Sparks Police Department Dispatch and Washoe County Sheriff’s Office.

PREVIOUS ACTION BACKGROUND
Yearly a request is made for funding for two (2) individuals from each of the three (3) primary PSAP’s to attend the conference. This conference will provide critical training on 911 technology operations, policies and education 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 the public safety training conferences for registrations, seminars and meetings.

NENA 2017 training conference in San Antonio, TX, LA, registration is $749.00 per person, airfare is approximately $540.00 per person round trip, travel and lodging is $1552.29 per person, for a total not to exceed $5,683.00. Attending for Sparks Police Department are Shelley Burkhart and Maureen Dyette, both are dispatchers.

**RECOMMENDATION**

It is recommended that the E911 Emergency Response Advisory Committee approve the request for funding for the costs associated with attending the NENA 2017 training conference not to exceed $5,683.00.

**POSSIBLE MOTION**

Move to approve the recommendation to fund the NENA 2017 training conference not to exceed $5,683.00.
Travel Expense Form
City of Sparks

Name (Last, First)
Shelley Burkhart

Department
Police

Date
4/5/17

Travel Location
San Antonio, TX

Purpose
To attend the NENA 2017 Conference

<table>
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<tr>
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Put an "X" in the cell if the meal will be provided to the traveler by an outside source.

Breakfast
X

Lunch
X

Dinner

Personal Vehicle Use

Departure: Destination: Miles: Rate: Subtotal:
$0.535
$0.535
Total

Airline Ticket Quote

Must include printed with flight

Total Travel Expenses: $2,841.25
Expenses Paid by P-Card: $1,288.96
Expenses Paid by Check: $1,552.29
Total Due Traveler: $1,552.29

Payments

Advance to Traveler

Registration Check

P-Card

Name (Last, First)
Shelley Burkhart

Name

P-Card Number
1

Name on P-Card
Debra Price

Total Charged to P-card
$1,288.96

Department
Police

Address

Cost Account
603280/092013

Program
603275/092013

PE ID/ Vendor Number
10237

I hereby certify that all costs seem necessary and appropriate for travel.

Signature

Comments:
Traveling with Maureen Dyette.

I hereby certify that this account of travel expenses is accurate and conforms with applicable regulations. The expenses are actual, reasonable, and will be personally incurred in performance of my official duties. No portion of this claim will be provided free of charge, covered by a registration fee, or paid from another source in the future.

Traveler’s Signature

Department Head’s Signature

I hereby certify that I have reviewed this travel claim and find it to be reasonable and in compliance with established travel policy.

Check Number:

Amount:
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**Airline Ticket Quote**

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Total Due Traveler: $1,552.29

**Payments**

<table>
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I hereby certify that I have reviewed this travel claim and find it to be reasonable and in compliance with established travel policy.

Traveler's Signature

I hereby certify that I have received the following check:

Check Number: 

Amount: 

Traveler's Signature