

DATE: September 19, 2024
TO: 911 Emergency Response Advisory Committee
FROM: Lisa Rose-Brown, Sparks Police Department, Police Services Manager, 775-353-2304 lrosebrown@cityofsparks.us
THROUGH: Chris Crawforth, Chief of Police
SUBJECT: PUBLIC SAFETY TRAINING – NENA CENTER TRAINING OFFICER (CTO) CLASS - 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 hosting a National Emergency Number Association (NENA) Center Training Officer (CTO) Certification Class.

SUMMARY

PUBLIC SAFETY TRAINING – NENA CENTER TRAINING OFFICER (CTO) CLASS - 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 hosting a National Emergency Number Association (NENA) Center Training Officer (CTO) Certification Class; cost not to exceed \$10,750.

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 regional Public Safety Answering Points.

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. NENA is one of these pre-approved conferences. The purchase of this course will allow for additional employees to attend training locally.

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 for funding the costs associated with hosting a National Emergency Number Association (NENA) Center Training Officer (CTO) Certification Class; cost not to exceed \$10,750.

POSSIBLE MOTION

Move to approve the recommendation that the E911 Emergency Response Advisory Committee approve the request for funding the costs associated with hosting a National Emergency Number Association (NENA) Center Training Officer (CTO) Certification Class; cost not to exceed \$10,750.

Host a NENA Course or Webinar

NENA holds courses in conjunction with all of our conferences and events, and most chapters host classes at their state conferences or meetings. Additionally, many PSAPs, local and state governments, companies, public safety associations, and other emergency communications groups choose NENA as a cost effective, reliable, and proven method to providing critical education to parties of eighteen or more.


Please read below for an overview of hosting a NENA course. If you would like to host a class, or have any questions or comments, please contact 911-edu@nena.org.

Option 1 - Outright Purchase:

The host agency / entity pays for the course in full. There is no minimum number of students and the course will go forward regardless of the number of registrants. Registrations can be collected by the host agency. Host agency / entities can charge attendees a fee to attend a course purchased from NENA, but registration fees cannot exceed normal NENA Education & Training registration fees for that course.

Option 2 - Individual Registration:

Each student / agency is responsible for registering and paying for their registration on the [NENA website](#). Registration fees are based on the student's membership with NENA. Discounted rates are given to NENA members. A registration fee shall be paid for each person to be trained at the course ("Trainee"). The host agency is entitled to three (3) discounted or free seats (depending on the length of the course) for hosting the course and upon meeting the minimum registration. Minimum registration number for a course to move forward is eighteen (18).

	Instructor-Led Online Course	1-Day Courses	3-Day Courses	
Individual Member Price	\$ 155	\$ 215	\$ 445	\$ 1,075
Individual Non-Member Price	\$ 215	\$ 290	\$ 595	\$ 1,275
Outright Purchase	\$ 3,050	\$ 4,250	\$ 10,750	Available Upon Request

Planning and Logistics

NENA Headquarters is responsible for:

- Promoting the course via the NENA website and bi-weekly Email Blast
- Creating flyers and/or registration forms (as requested by host)

- Outreach to NENA Members in surrounding areas (as requested by host)
- Printing and shipping of materials to course site and associated costs
- Securing of instructor and associated costs (travel, honorarium, etc.)
- Providing Certificates of Attendance to attendees who complete the course

Host is responsible for:

- Providing date and location details to NENA Headquarters in a timely manner
 - Securing of meeting/conference room and all A/V setup and associated costs
 - Promoting the course via appropriate and available methods (website, flyers, etc.)
 - Providing refreshments for attendees (at host's discretion)
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