

El Paso – Teller County Enhanced 9-1-1 Authority Board

Number: 4.23

Replaces:

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Subject: Procedure for Authority Board Conference Funding and Travel

POLICY: The Enhanced 9-1-1 Authority Board shall follow a standardized procedure for the disbursement of funds used for travel, registration, and accommodations to national training conferences. The Authority Board acknowledges the importance of national training and the benefits provided to the 9-1-1 system by having well trained personnel.

PURPOSE: To provide all personnel with the necessary understanding of how funding will be disbursed, who qualifies for funding, and what conferences will be considered for funding.

PROCEDURE:

1. Qualifying Conferences:
 - A. National Emergency Number Association (NENA) Conference
 - B. Association of Professional Communications Officers (APCO) Conference
 - C. Navigator Conference (National Academies Of Emergency Dispatch)
 - D. ESRI National GIS Conference
 - E. VisiCon CAD Conference (TriTech)
 - F. SafetyNet CAD Conference (Hitech)

2. Qualified Personnel for Funding Requests:
 - A. Authority Board Members
 - B. 9-1-1 System Manager
 - C. 9-1-1 EMD (Quality Improvement Coordinator)
 - D. Public Safety Answering Point (PSAP) Managers
 - E. Q Personnel from the PSAPs
 - F. 9-1-1 GIS Staff Member
 - G. Regional CAD Manager
 - H. Quality Assurance Analyst
 - I. 9-1-1 Public Information Officer

3. Attendance by Qualified Personnel:
 - A. Each Authority Board Member may annually attend one conference of their choice.

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- B. Authority Board shall require the System Manager to attend three conferences each year from the list of qualified conferences.
 - C. PSAP Manager may attend the conference of their choice. With respect to the CAD conferences, PSAP Manager may attend the conference of their CAD provider.
 - D. PSAP Q personnel may attend the Navigator Conference.
 - E. Authority shall provide attendance at APPROPRIATE conferences for staff, as determined by the System Manager.
4. Substitution of Qualified Personnel and Qualifying Conferences:
- A. No substitutions shall be made to the list of six qualifying conferences in Section 1 unless approved by a majority vote of the Authority Board.
 - B. The following procedures apply to the substitution of other personnel, using conference funding:
 - i. When illness or other unforeseen circumstances prevent qualified personnel from attending a qualified conference, it may be necessary to make alternate arrangements. This measure may be taken to ensure that any funds that may have been committed or expended are protected from waste due to missed attendance. The qualified personnel will notify the System Manager of the situation. The determination of who will attend under these situations is delegated to the officers of the Board; two Board members will decide the replacement personnel.
 - a. PSAP Manager may substitute a person from their PSAP, if the PSAP Manager is unable to attend. This substitution shall only be made to a person within the same PSAP, and then only to a person who has an active responsibility within their communication center.
 - ii. PSAP Q personnel recertification is awarded every two years; hence the primary and secondary should alternate years to continue to keep certification current.
 - iii. If a PSAP Q is not able to attend the Navigator conference, the PSAP manager shall fill the position with a protocol certified member of the communications staff.
5. Expenses Qualifying for Payment:
- A. Conference Registration Fees - Actual fees for qualified personnel. No payment will be made for any pre-conference seminar unless that seminar is certification or recertification required by the authority. All pre-conference classes should be approved by the System Manager prior to registration.
 - B. Transportation Charges - Airline charges reimbursed at the actual amount; use of personal vehicles will be reimbursed at the current government rate. Actual cost of travel between the hotel and the transportation hub will be reimbursed.
 - C. Hotel Accommodations - Actual charges for days of the conference and one day prior to the conference.
 - D. Per Diem - Per diem will be paid to anyone authorized to travel under this policy.
 - E. Expenses directly related to the conference, as described above, shall be paid when appropriate receipts are submitted.

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6. Payment Procedure:
 - A. Payment will be made thirty (30) days after receipt of documentation for qualified expenses is received at the System Manager's office.
 - B. Hand written receipts are not considered acceptable documentation for payment.
 - C. Request for payment of mileage will be actual miles driven in conjunction with the conference. The Authority will not pay mileage for excursion trips made in conjunction with a conference.
 - D. Mileage for travel to and from the conference location will be paid in an amount up to, but not more than, the price of a round trip coach/business class air line ticket from Colorado Springs / Denver to the conference city.

7. General Procedures:
 - A. Registration and travel arrangements shall be made by the personnel attending the conference. The Authority expects personnel to schedule air travel at least thirty (30) days prior to the conference to obtain the best rates.
 - B. The Authority Board acknowledges that payment of these funds is to assist personnel in receiving national training; however, the Board further states that total payment of all expenses may not always be made. The Authority Board funding is to assist personnel in attending national conferences.
 - C. Payment will be made to qualifying personnel only when actual attendance at a qualifying conference has been made.
 - D. All payment is subject to annual appropriation of funding available for this line item, and such funding can be cancelled by a vote of the Authority Board at any time. All qualifying personnel will be notified immediately if funding is cancelled by the authority.

8. Per Diem:
 - A. IRS per diem rates will be paid on overnight travel, subject to travel having taken place and expense reimbursement having been requested from the El Paso – Teller Enhanced 9-1-1 Authority.
 - B. Internal Revenue Service Publication 1542 Per Diem Rates can be found on the internet at <http://www.irs.gov/pub/irs-pdf/p1542.pdf>. Use the chart entitled "Maximum Federal Per Diem Rates" for the most current year/time period. Use the column titled "M&IE" [meals and incidental expenses] rate.
 - i. The amount per day times the number of days will be the maximum amount for M&IE allowed for the trip.
 - ii. If the specific city that your destination is not listed on the per diem chart, determine which location on the list is closest proximity to the location of travel. If no per diem rate is available for the location of travel, a maximum of \$40.00 per day will be allowed.
 - iii. First and last day of travel will be paid at a rate of 75% of the daily rate listed.
 - C. Once travel is completed, request for per diem payment shall be made to the El Paso – Teller Enhanced 9-1-1 System Manager. Request must show total number of days traveled, rate for the location, and who is to receive the per diem payment.
 - i. Payment will be made to either the individual who traveled or their agency if the agency provided the per diem in advance.

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9. Unused Travel:

- A. In the event that an agency or a member of the Board of Directors elects not to use their travel allocations, they will notify the system manager.
- B. Any agency who wants to send additional personnel to one of the conferences listed as a “qualifying conference” found in section 1 of this policy will notify the system manager of the desire.
- C. The system manager will attempt to fill all requests that are made, by equal treatment of all requesting agencies.
- D. The system manager shall not authorize, without prior board approval, any additional travel which could be expected to cause the line item to exceed the budgeted amount.
- E. The Board of Directors shall have the final authorization of any travel requested under this category.