

**FIRST RESPONDER NETWORK AUTHORITY  
MINUTES OF THE JUNE 29, 2016 COMBINED COMMITTEE MEETING  
CHICAGO, ILLINOIS**

On June 29, 2016, the First Responder Network Authority (FirstNet) held an open public combined meeting of the FirstNet Governance and Personnel, Finance, Technology, and Consultation and Outreach Committees. The meeting took place in Chicago, IL and began at 1:00 PM CST. The meeting was made available to the public via teleconference and webcast. A transcript of the entire meeting and the archived copy of the webcast can be found on the FirstNet website.

**JOINT COMMITTEE MEETING**

**Roll Call:** The following Board/Committee members were present: Sue Swenson (Chair), Jeff Johnson (Vice Chair), Barry Boniface, Ed Horowitz, Chris Burbank, James Douglas, Kevin McGinnis, Annise Parker, Neil Cox, Teri Takai, Dave Mader, Suzanne Spaulding (joined at 1:15pm), and Amy Hess. Ed Reynolds and Richard Stanek were not able to attend the meeting. A quorum was present for each Committee.

**New Board Members**

FirstNet Board Chair Sue Swenson started the meeting by introducing new FirstNet Board Member Amy Hess, a designee for the U.S. Department of Justice. Ms. Swenson said Ms. Hess is the Executive Assistant Director of the Federal Bureau of Investigation (FBI) Science and Technology Branch and also oversees the Criminal Justice Information Services Lab and Operational Technology Divisions for the FBI.

Ms. Swenson then welcomed Karen Miller-Kuwana to the FirstNet team as the new Board Secretary, and added that Ms. Miller-Kuwana is a direct report to FirstNet Chief Executive Officer (CEO) Mike Poth.

***Votes Taken***

Ms. Swenson asked the Consultation and Outreach, Technology, and Finance Committee chairs if they were satisfied with minutes taken from the meeting previously held on March, 16, 2016. The Consultation and Outreach, Technology, and Finance Committees unanimously voted to approve the minutes.

**Conflicts Statement and Reminder**

FirstNet CEO Mike Poth reviewed the guidelines around the federal acquisition process. He reminded the Board that FirstNet has decided to follow the Federal Acquisition Regulation, Competition in Contract Act and Procurement Integrity Act in the nationwide public safety

broadband security procurement. Mr. Poth said all FirstNet staff and Board members must maintain the confidentiality and integrity of the acquisition process.

The Board Secretary read the conflicts statement and asked for any recusals from the Committee members. In response, all participating Committee members indicated no conflicts of interest, and the meeting proceeded.

## **MATTERS DISCUSSED**

### ***Finance Committee***

Kim Farington, Chief Financial Officer (CFO), reported on fiscal year 2016's obligations and expenses, the fiscal year 2017 budget formulation process, progress with the financial reports, and the five-year strategic plan. She also discussed the Boulder, CO FirstNet lease recommendation.

Ms. Farington said FirstNet was on target for fiscal year 2016 and keeping up with obligations and expense budgets. She said that as of May, FirstNet was at 93 percent utilization of its obligation budget and at 90 percent utilization of the expense budget. Ms. Farington explained that FirstNet should expect a spike in June, as it would be renewing many contracts and issuing grants. She confirmed, however, that the organization was on target with obligations and expenses as of May 31.

Ms. Farington moved on to the fiscal year 2017 budget timeline. She said FirstNet would soon reach three very important milestones. The first is the presentation of the budget to the Finance Chair around July 22. Second, the budget would be presented to the Finance Committee around August 1. Finally, she said the budget would be presented to the FirstNet Board for its approval on August 26.

Before she started to address the strategic plan, Ms. Farington gave the floor to FirstNet President TJ Kennedy to explain how FirstNet is transitioning and creating the 2017 budget.

### ***FirstNet Transitions***

Mr. Kennedy spoke of the current request for proposal (RFP) evaluation period, the upcoming award, and ensuring the FirstNet organization is prepared to hit the ground running once the partner is on board.

Mr. Kennedy noted that as FirstNet approaches the final State Plans and Governors' decisions, FirstNet is moving forward with reorganizations that will make the organization more operational in focus. He said two key actions FirstNet has taken include the creation of a Chief Customer Office (CCO) and the establishment of a Network Program Office (NPO).

Mr. Kennedy explained that CCO will encompass the functions within what was formerly User Advocacy, including Outreach, Consultation, and State Plans, and will bring in Customer Care, Communications and Marketing, and Product Management. CCO will be the central resource for all things customer facing. He continued by saying that FirstNet must be ready to be lean, agile and fast to meet the needs of our customer when the private-sector partner comes on board in November.

Mr. Kennedy further explained that the NPO will be charged with handling the key activities related to the 56 radio access network (RAN) task orders within each state and territory, as well as supporting the public-private partnership. He said this office's key purpose will focus on the RAN deployment and program management operations.

#### *Strategic Five-Year Budget Plan*

Ms. Farington provided an update of FirstNet's five-year strategic plan for the budget. She said the plan has four goals: partnerships, stakeholder engagement, innovation, and organization. She thanked the CFO office for its help in creating the plan, and said they have developed key performance indicators to support 17 objectives that will support the main goals. She pointed out that the strategy is very thorough because it will be the design for FirstNet even after the contract has been awarded.

Chair Swenson expressed that every member of FirstNet needs to be reminded of the strategic goals and remain focused on achieving them. Ms. Farington said this concern will be addressed, and that operating plans will be created within each business unit so each person knows exactly what goals he/she is supporting.

Ms. Farington then reviewed and proposed renewing the lease for the Boulder, Colorado, facility. She explained that the lease is a continuation of the current Boulder, Colorado facility lease and is a standard Government Services Administration (GSA) five-year lease with five option years, and a flexible four months' cancellation notice. She noted FirstNet actually will be saving money if it renewed the lease as Boulder is expecting a 29% increase in rental properties in the near future. Ms. Farington offered her recommendation that the Finance Committee approve the lease.

#### ***Votes Taken***

The Finance Committee voted to recommend that the Board approve the renewal of the Boulder, CO FirstNet lease, and Ms. Swenson noted that the full Board would vote to approve the lease the following day.

### ***Governance and Personnel Committee***

FirstNet CEO Mike Poth began with a discussion of the governance portion of the meeting. Mr. Poth said FirstNet is in the RFP evaluation process and is preparing for the public private partnership. Mr. Poth added that he is optimistic that FirstNet will stay on schedule in the evolution from a start-up to the public private partnership.

Mr. Poth focused on this transitional phase and stressed that FirstNet will hold itself accountable for any mistakes or problems that it may cause, and that he expects the partner will do the same. He continued that customer service will take priority and that FirstNet will need a lot of creativity, flexibility, and ingenuity to steer through any issues. Mr. Poth added that FirstNet's key tenets include partnership support; a lean, cost effective structure; maximum revenue for maximum network reinvestment; and innovation, ingenuity, and urgency. Mr. Poth stated that success is built on the culture of an organization and how it chooses to operate and treat the public. He said FirstNet must deliver on customer expectations, as they will be paying for a service, and that FirstNet employees must establish and maintain strong, effective, and reliable lines of communication with customers, just as it has with the states. Mr. Poth added that FirstNet will not only hold itself, but will also hold its partner accountable and responsible to the end customer and the people FirstNet will be serving.

### ***Public Safety Advisory Committee (PSAC) Charter Update***

Ms. Swenson asked Vice Chair Jeff Johnson to discuss the proposed revisions to the Public Safety Advisory Committee (PSAC) charter.

Chief Johnson explained that the revisions to the charter fall into three categories. First, Section 7 language is updated to reflect the changes to FirstNet's organization structure and the creation of the Chief Customer Office. Second, Section 9 is revised to address the updated membership to include the proposed new federal members from the Department of Homeland Security and the Department of Justice. Chief Johnson described how the PSAC would operationalize the addition of these new federal members and stated that the federal departments would recommend the new federal members. Third, Chief Johnson said the appendix has been updated to include the new PSAC organizations, including the International Justice and Public Safety Network, the National Volunteer Firefighters Council, and the new federal members.

Governor James Douglas moved to recommend the full board adoption of the modified PSAC charter, and Mayor Annise Parker seconded. Before the vote took place, Ms. Amy Hess asked if the PSAC charter language should be amended to mirror the language for the non-federal members and include language that states that the federal members shall be recommended by their respective organizations. Secretary Spaulding made the same suggestion, and Ms. Swenson agreed that the revised charter would include the language that the federal member shall be

recommended by the representative organization and appointed by the Chair of the FirstNet Board.

### ***Votes Taken***

The motion was amended and Mayor Parker amended her second, a vote was called to recommend that the Board approve the amended revised PSAC Charter, and the motion was approved.

### ***Technology Committee***

Jeff Bratcher, Chief Technology Officer (CTO), discussed the FirstNet Network Policies that will constitute the basis for network interoperability and will reflect many of the early builder lessons FirstNet has learned thus far. He said FirstNet will also incorporate the public safety feedback and requirements that the FirstNet team has put together over the years, as well as information from PSAC task teams. Mr. Bratcher added that the policies will provide developmental and operational guidelines for the private partner moving forward, and establish criteria for the Federal Communications Commission (FCC) and the National Technology and Information Administration (NTIA) to evaluate opt-out with the State Plans. Mr. Bratcher also stated that FirstNet is working closely with NTIA and the FCC in connection with the evaluation of the proposed opt-out plans. Mr. Dave Buchanan, Director of Consultation, added that consultation task teams are introducing these topics with the states to educate and inform the states. Lastly, Mr. Bratcher commented that more critical information will come and FirstNet Network Policies will not be finalized until after the addition of the partner.

### ***FirstNet Test Lab***

Mr. Bratcher reported that FirstNet is ready to start construction on its test lab in Boulder, CO and that it will be completed in December of 2016. He said his team will focus on mission critical public safety features, quality of service, and other aspects that are crucial to the network, but do not currently exist in the commercial space. Mr. Bratcher explained that as part of the RFP, FirstNet asked potential partners to describe what equipment they will bring as part of the award, and how the partner would support it moving forward. Mr. Bratcher said that this included information about network capability, local radio base stations, ruggedized devices, and vehicle modems, along with anything that is going to be touching the network that is critical for public safety usage.

Next, Mr. Bratcher explained that the FirstNet Test Lab will provide quality assurance, validation, and verification of the FirstNet Network features and functions, including end users' experience with devices and applications; Band 14 device approvals, acceptance testing of partner-provided capabilities, and future Network application development environment.

Mr. Bratcher and the Board had a robust discussion of the NIST/PSCR Research and Development \$300 million Prize Challenge and how this prize challenge will help fund and accelerate the development of public safety solutions. Mr. Bratcher described the Band 14 Early Builder Projects, which is a working group within the PSAC. One of these projects, the Harris County (Texas) early builder project, was in use during the Houston rodeo. Mr. Bratcher reported that public safety used the network to help find a lost child at the rodeo by quickly sharing photos over the network. He said that examples like these are driving FirstNet's efforts and how it develops network policies moving forward.

### ***Consultation and Outreach Committee***

#### *Chief Customer Officer*

Mr. Poth introduced and congratulated Rich Reed, the new Chief Customer Officer for FirstNet. Mr. Reed explained that FirstNet is undergoing a transition from a state-centric strategy to a customer-centric strategy. He said that currently, FirstNet is focused on State Plans, CTO interface, consultation and outreach. The organization, however, will soon transition into the CCO, which will specialize in customer service, product management and marketing, account management and sales, lifecycle management, and partner interface.

Next, Mr. Reed gave a detailed overview of the State Plans process and emphasized that the public private partnership will need to include public safety adoption. He also discussed the two portals that will be created to distribute the State Plans, one for public viewing and one with more sensitive information that will be password protected for the private viewing of Governors and other approved personnel. The State Plans will unveil costs and other critical issues that must be considered by Governors, who will have 90 days after delivery of the State Plan to decide whether to opt-in or opt-out. Mr. Reed stated that it will be imperative that the CCO is available to the Governors to explain the value proposition of the State Plans. Once the decisions are made, the network deployment will begin to take place for opt-in states and territories.

Mr. Reed then talked about the consequences and timeline of a Governor's decision as to whether he/she should allow FirstNet to implement a state's RAN, as well as the repercussions of the state choosing to deploy the RAN. He explained that the biggest drawback of "opting out" would be the amount of time it would take for actual deployment of the network to take place. Comparatively, he said that states that opt-in would have their RANs deployed much sooner.

#### *Outreach and Communication Efforts*

Amanda Hilliard, Director of Outreach, discussed FirstNet's recent Outreach and Communication efforts. She said FirstNet is reaching decision makers, advisors, and end users from local, state, tribal and federal entities to ensure that FirstNet offers a product that public

safety needs, wants, and adopts. Ms. Hilliard said the team has nearly doubled the number of meetings/engagements with public safety entities during the last year. Ms. Hilliard noted that the focus of the engagements is building advocacy and excitement for FirstNet, preparing the user community for adoption, answering specific questions about the network, and validating the needs and desires for the network.

Ms. Hilliard further stated that FirstNet leadership and staff continue to participate in national organizations' events like those of the International Associations of Fire Chiefs, Major City Chiefs, National Association of State EMS Officials. She also mentioned the hiring of a new law enforcement advisor, who will join FirstNet in July. Ms. Hilliard discussed the spring meeting for state and territory single points of contact (SPOC), which had more than 175 attendees. The SPOC meeting focused on the State Plans development and delivery process, an update on the RFP, the kick off of Consultation Task Teams, guidance on tribal and general outreach, and details on research and key efforts. Ms. Hilliard reported that the meeting also provided a valuable forum for networking and received positive feedback from the attendees.

Ms. Hilliard spoke briefly on tribal outreach, saying that the FirstNet team has been broadening its reach within the tribal community, sharing information, and working to understand their potential user base. She said they have connected some SPOCs with tribes to build those relationships and have leveraged the PSAC Tribal Working Group members to speak on FirstNet's behalf. Ms. Hilliard also highlighted the work the FirstNet Communications team has been doing and shared information about FirstNet's Facebook page.

### *Consultation Progress*

Dave Buchanan provided an update on FirstNet's Consultation progress. Mr. Buchanan said that SPOC engagement meetings, governance body meetings, and executive and Governor engagements have occurred throughout the year and are continuing as FirstNet prepares for the delivery of the State Plans.

Mr. Buchanan discussed the Consultation program's three goals or takeaways for 2016: first, to bring significant dialogue about FirstNet's process and planning with key decision makers and influencers in the states; second, to obtain critical information about states and stakeholders' desires for the FirstNet network; and third, to reach out and connect with key influencers and engage them in a meaningful way.

Mr. Buchanan also touched upon the Quality of Service, Priority and Preemption (QPP) Consultation Task Team (CTT) activities. Mr. Buchanan reported that FirstNet has extended consultations to metropolitan public safety executives, in coordination with the SPOCs, as FirstNet looks ahead to delivering the State Plans and user adoption.

Following Mr. Buchanan’s presentation, Ms. Swenson referenced and Mr. Reed reiterated the significant role that FirstNet’s Government Affairs team plays in the consultation and outreach engagements. Ms. Swenson thanked everyone for their presentations and attendance and reported that the Board was going in to closed session. Ms. Swenson added that the Committees and Board would return to adjourn the meeting, but would not present a report out from the closed session.

### **Combined Committee Meetings Adjourned**

The Committees of the Board voted unanimously to adjourn the combined committee meetings.