

**FIRST RESPONDER NETWORK AUTHORITY  
MINUTES OF THE DECEMBER 7, 2017  
COMBINED COMMITTEE AND BOARD MEETING  
RESTON, VA AND TELECONFERENCE**

On December 7, 2017, the First Responder Network Authority (FirstNet) held an open public meeting of the FirstNet Board and Combined Committees. The meeting took place via teleconference and began at 9:00 am EDT. The meeting was made available to the public via teleconference and a transcript of the Board and Combined Committee meeting can be found on the FirstNet website at [www.firsnet.gov](http://www.firsnet.gov).

**BOARD AND COMBINED COMMITTEE MEETING**

FirstNet Board Chair Sue Swenson opened the meeting and took a moment to note the many public emergencies that had occurred across the nation in the past months, and stated that she has heard from public safety officials across the country that “FirstNet cannot get here soon enough.” Chair Swenson also outlined the agenda for the Combined Committee and Board meeting and previewed that the Committees would conduct their annual Performance Evaluations and Charter Reviews.

**Conflicts Statement and Reminder**

Board Secretary Karen Miller-Kuwana reminded Board members of the conflicts statement that FirstNet had provided in advance of the Combined Committee and Board meeting and asked for any recusals from the Board members. In response, all participating Board members indicated no conflicts of interest, and the meeting proceeded.

**Roll Call:** Sue Swenson (Chair), Jeff Johnson (Vice Chair), Edward Horowitz, James Douglas, Kevin McGinnis, Neil Cox, Ed Reynolds, Richard Stanek, Teri Takai, Ron Hewitt, Christopher Piehota, and Kathy Kraninger. A quorum was present for the Board and the Combined Committees.

***Votes Taken***

Chair Swenson stated that before proceeding with the business of the day, the Board needed to approve the minutes from the September 13-14 Combined Committee and Board meeting. Chair Swenson asked for a motion to approve the September 13-14 minutes. Mr. McGinnis made the motion, the motion was seconded, and the Board and Combined Committees unanimously voted to approve the September 13-14 Combined Committee and Board meeting minutes.

## **MATTERS DISCUSSED**

At the start of the Combined Committee and Board meeting, Chair Swenson recognized Mr. David Redl as the Assistant Secretary for Communications and Information and Administrator, National Telecommunications and Information Administration (NTIA). Mr. Redl thanked Chair Swenson for her welcoming remarks, and stated that FirstNet has made significant strides under her leadership. Mr. Redl also discussed NTIA's work with FirstNet, and highlighted NTIA's role in providing guidance and a Notice of Funding Opportunity for states that chose to opt-out of the network. Mr. Redl closed his remarks by thanking Chair Swenson for the opportunity to begin a dialogue with FirstNet that he knows will continue.

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

Chair Swenson continued with a brief update on the annual Board member nomination and appointment process, before turning to the Committee's annual Performance Evaluation and Charter Review. The Governance and Personnel Committee's responsibilities include the review, approval, oversight, and recommendation of FirstNet's governance policies and procedures and employee hiring and performance evaluations. In the past year, Chair Swenson reported that in March 2017, the Board approved a vote to finalize the award of the National Public Safety Broadband Network (NPSBN) (Resolution 84) and extended Chief Harlin McEwen's term as the Public Safety Advisory Committee (PSAC) Chair (Resolution 83). In June, the Board officially thanked Chief McEwen for his service and awarded him with the Chief Harlin McEwen Public Safety Broadband Communications Award (Resolution 85). The Board also approved Chief Tom Sorley as PSAC Chair. Chair Swenson also stated that the Committee was involved in creating the Fiscal Year (FY) 2018 Strategy, Metrics and Organization Structure and Performance Focus Areas, conducting succession planning, monitoring employee engagement surveys, and conducting new Board member candidate interviews that will result in recommendations to NTIA. Chair Swenson also noted that the Committee had reviewed and reassessed the adequacy of the current charter and had no proposed changes. Chair Swenson added that as the December 28th opt-in/opt-out deadline approaches, and FirstNet pivots to the delivery of the Core in March/deploying the Network, the Governance and Personnel Committee will continue to review and assess the Committee's Charter during the first and second quarters of 2018. If the Committee determines that changes to the charter are necessary, Chair Swenson stated that the Committee would recommend the changes at the March Board meeting. Next, Chair Swenson turned the meeting over to Governor James Douglas, Chair of the Finance Committee.

### ***Finance Committee Update***

The Finance Committee is generally responsible for reviewing, approving, overseeing, and recommending actions related to FirstNet's financial budgetary and business development activities. Governor Douglas began the Finance Committee's Annual Performance Review with

a report that the Finance Committee had worked with the Chief Financial Officer (CFO) team to prepare and recommend the annual operating budget for FY 2018 for Board approval (Finance Committee Resolution 18). Governor Douglas also noted that FirstNet's FY 2018 budget was 13% less than the previous year, and that FirstNet had received a clean audit opinion for FY 2016. Governor Douglas stated that the Finance Committee had worked with the CFO to create an Investment Review Board, and recognized Kim Farington's efforts to establish an enterprise-wide cost accounting methodology. Governor Douglas then closed his report by stating that the Finance Committee was not recommending any changes to the charter at this time, and added that the Committee would also continue to review and assess the Committee's charter during the first and second quarters of 2018, and if the Committee determines that changes to the charter are necessary, changes will be recommend at the March Board meeting.

CFO Kim Farington continued the Finance Committee update with a cumulative view of FirstNet's obligations and expenses for FY 2017. Ms. Farington stated that FirstNet had utilized \$72.5 million of its total obligation for FY 2017, which was 87% of the original \$84.6 million approved by the Board for the fiscal year. Ms. Farington also noted that for expenses FirstNet had utilized \$87.6 million, which was 74% of the original \$118.4 million that had been allocated by the Board for the fiscal year. Ms. Farington also commented on the status of the spectrum relocation grants that had been awarded, noting that nearly 50% of the grant funds had been drawn on at the end of FY 2017. Ms. Farington commented that FirstNet was well within its fiscal targets for the first two months of FY 2018, and closed by stating that the office of the CFO expected to spend the remainder of FY 2018 focusing on Radio Access Network (RAN) implementation and deployment, as well as the implementation of an enterprise-wide cost accounting system.

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

The Consultation and Outreach Committee is generally responsible for reviewing, approving, overseeing, and recommending actions related to FirstNet's outreach to eligible state and territory, federal, rural, and tribal users of the NPSBN. Before beginning the Consultation and Outreach Committee's Performance Review and Evaluation, Committee Chair Jeff Johnson recognized Chief Tom Sorley for his contribution to the PSAC and Kevin McGinnis for his dedication to the tribal community. Mr. Johnson then highlighted the Board Resolution granting approval to finalize the NPSBN award (Resolution 84) and the Board Resolutions relating to Chief McEwen (Resolution 83 and 85). Mr. Johnson also reported that the Consultation and Outreach Committee had participated in over 40 outreach engagements, including the announcement of FirstNet's partnership with AT&T. Mr. Johnson closed by stating that the Consultation and Outreach Committee was entering a new phase with the states and with AT&T, as the opt-in or opt-out decisions were being completed, and that the Committee would continue to review and assess the Committee's charter during the first and second quarters of 2018.

Chief Customer Officer Rich Reed began with an opt-in/opt-out update, noting that two thirds of the states had decided to opt-in to the network to date. Mr. Reed also stated that the Chief Customer Office (CCO) was focused on providing information to states that were still making the decision to opt-in or opt-out. Mr. Reed then gave an update on the FirstNet websites, noting that FirstNet.gov website provides information about and from the FirstNet Authority. FirstNet.com is hosted by AT&T to provide commercial and application development information. Mr. Reed also stated that publicsafety.com would be available to FirstNet subscribers to have a secured portal to manage their user community, and that the state plans portal was available to provide information to each state. Additionally, an applications store was being developed that would provide a consolidated list of public safety applications, and an application developer console was available for developers to use to certify their applications.

Mr. Reed then noted that he and Chief Technology Officer (CTO) Jeff Bratcher had participated in the Public Safety Communications Europe Conference where there was quite a bit of international interest in FirstNet. Mr. Reed next reported that CCO's focus for 2018 would be on public safety advocacy and communication, and he expected FirstNet to expand its response coordination function. Mr. Reed also said that he expected the scale of CCO's engagements to increase as the business unit shifted its focus from the states to the 50,000+ agencies that would be FirstNet's potential future users. Mr. Reed stated that product development for public safety would also be a priority in 2018. Mr. Reed concluded by remarking that the tribal policy was completed and posted on the FirstNet.gov website.

### ***Public Safety Advisory Committee Update***

Chair Tom Sorley opened the PSAC update by stating that scheduling had been difficult due to Hurricane Harvey, but that the PSAC had attended two briefings with AT&T that focused on the definition of Public Safety Grade. More specifically, the discussions centered on the standards for Public Safety Grade in terms of both hardening and availability, and how accountability will be built in. Mr. Sorley stated that the PSAC had hosted a successful webinar in September, and that he was preparing for the winter meeting in December. Mr Sorley concluded by stating that the PSAC would continue to focus on collaboration with FirstNet, and develop operational recommendations for FirstNet and AT&T.

### ***Technology Committee Update***

The Technology Committee is responsible for reviewing and recommending actions related to FirstNet's medium and long-term technology strategies, plans, and research and development activities. Technology Committee Chair Cox reported that the Committee passed two resolutions

Mr. Cox opened by stating that the Technology Committee had spent the year finalizing the award of the NPSBN, providing guidance to stakeholders, working with the National Institute of

Technology's (NIST) Public Safety Communications Research Division accelerator program to enhance innovation on Band-14. Mr. Cox also recognized the FirstNet Innovation and Technology Laboratory, and the successful demonstrations that had been hosted by AT&T and other vendors. Mr. Cox concluded his remarks by stating that he did not see any reason to make any recommendation to change the Technology Committee's charter, but reserved the right to change the charter depending on the results of the December 28<sup>th</sup> opt-in or opt-out decision by the states.

CTO Jeff Bratcher continued the update by explaining that the Office of the CTO had conducted over 75 vendor meetings and established communication channels for industry to alert FirstNet of new technology available to public safety. Of the requests received, about 20% were focused on the Core Network, 40% on applications, and the remaining 40% on specific devices, lab equipment, testing, and field testing. Mr. Bratcher then provided an update on the Innovation and Test Laboratory where the installation and configuration of the RAN load-testing tool had occurred. Mr. Bratcher also noted that technical teams were sent to AT&T's laboratory where AT&T hosted demonstrations and validations of their preemption capability. Mr. Bratcher described the FirstNet Applications Ecosystem, which will allow agencies to control their subscriptions, users, and devices. Additionally, he stated that the FirstNet Developer Portal will act as a gateway for developers to build, deploy, and maintain applications focused on public safety. Applications submitted through the portal will be reviewed, certified, and then made available on the FirstNet Applications Store.

Mr. Bratcher also discussed the importance of innovation, and said that the CTO office was planning a set of targeted engagements to formally launch an innovation program in the first quarter of calendar year 2018. Mr. Bratcher provided a brief update on the NPSBN's Core Network, and said that FirstNet would ensure that AT&T is providing mission critical services within the 3GPP standards. Additionally, Mr. Bratcher reported that FirstNet is working closely with NIST and AT&T to develop a device approval program, and that FirstNet is working worldwide to establish international public safety standards for 3GPP. Mr. Bratcher concluded by saying that the CTO office would address the challenge of Land Mobile Radio integration in the NPSBN, as well as delivering quality and assurance for cybersecurity on the NPSBN.

### *Network Program Office Update*

Director of the Network Program Office James Mitchell opened by saying that it had been a big year for FirstNet in selecting AT&T as a partner and that he anticipated that work on the Core network would begin shortly. He stated that once that work has begun, it will be important for FirstNet to ensure that the established relationships between FirstNet and AT&T continue to grow. Mr. Mitchell also informed the Board that his office was developing an NPSBN dashboard to monitor the network's performance. He closed with a scheduling update, and noted that the schedule would be finalized after the opt-in decisions are complete.

## ***CEO Update***

FirstNet CEO Mike Poth began by thanking President TJ Kennedy for his hard work, which had contributed to getting FirstNet to where it is today. Mr. Poth then stated that FirstNet had made much progress throughout 2017 in awarding the contract, resolving the protest, and finalizing the state opt-in or opt-out process. He continued by saying that FirstNet was going to redefine the public safety market place, and was pleased that 35 states had already made the decision to opt-in to the network. Mr. Poth also said that FirstNet would continue to maintain communications, coordination, advice, guidance, and support for both AT&T and public safety. Deploying the network was now the top priority for FirstNet, and developing the Core network was FirstNet's next top priority. Mr. Poth also noted that FirstNet's applications program was redefining the meaning of service to public safety, and that FirstNet looked forward to hosting an innovation summit in the spring of 2018. Mr. Poth closed by saying that the Board should be extremely proud of the men and women of FirstNet and its high-performance culture.

## **Board Adjourned**

The Board voted unanimously to adjourn the meeting.