

## FIRST RESPONDER NETWORK AUTHORITY

### MINUTES OF THE DECEMBER 8, 2015 GOVERNANCE AND PERSONNEL COMMITTEE MEETING

The First Responder Network Authority ("FirstNet") Board held its committee meetings on December 8, 2015 beginning at 8.00 a.m. Central Standard Time, at the Hyatt Regency, Houston, 1200 Louisiana St, Houston, TX 77002. All four of the committees were convened at once. The meetings were made available to the public in person and via webcast. A transcript of the meetings and the archived copy of the webcast can be found on the FirstNet web site. ([www.firstnet.gov](http://www.firstnet.gov))

### GOVERNANCE AND PERSONNEL COMMITTEE

#### Roll Call:

The following committee members were present: Barry Boniface, Jeff Johnson, Teri Takai, and Sue Swenson. This represented a quorum. The committee voted to approve the minutes from the October 2015 meeting.

**Conflicts Statement:** After the roll call, the Board Secretary read the conflicts statement and asked for any recusals from the committee members. There were none.

#### Matters Discussed:

Before the meeting began, FirstNet and Governance Committee Chair Sue Swenson took the opportunity to thank Mayor Annise Parker for her hospitality in hosting the Committee and Board meetings in Houston.

Ms. Swenson said that at the end of every year, the committees review their charters to ensure they reflect the current goals and objectives of FirstNet. At this meeting, the Board Secretary proposed minor editorial changes to the Governance and Personnel Committee charter, which were discussed and approved by the members.

The next order of business was the annual performance review of the committee. Ms. Swenson reiterated the role of the Governance Committee which is to review, approve, oversee, and recommend actions related to FirstNet's governance and personnel policies and procedures. She presented a number of activities and accomplishments from 2015:

- Passed a resolution authorizing the release of the draft RFP
- Reviewed the final interpretations of the first and second public notices
- Received briefings and advised management on several activities
  - Recommended to the Board the creation of the positions of FirstNet CEO and President
  - Led the search and oversaw the hiring of Mike Poth, the CEO, and TJ Kennedy, the President of FirstNet, and other C-level positions.
- Reviewed the operational architecture that was in the draft RFP
- Reviewed and approved the core values that FirstNet is using within the organization, and the standards of conduct
- Approved the budget necessary for construction of the new Reston facility
- Conducted the performance evaluation of Acting Executive Director, TJ Kennedy
- Worked with Mr. Kennedy to do succession planning for the executive team as a whole

The committee chair concluded by saying it was a busy and productive year for the Governance Committee, and asked other members for comment.

A number of management presentations followed. The first was User Advocacy. Ms. Amanda Hilliard, Director of Outreach, reported that the overall team has doubled in size since the October Board meeting, coming to 30 federal staff members. Among them, the senior advisors for 9-1-1, fire, and EMS are now on board and complement the existing advisor for law enforcement. The team has added two tribal outreach members, as well as two federal outreach members. New regional leads are now in place for regions 1, 3, and 6.

Mr. Dave Buchanan, Director of State Consultation, reported on the strategic offsite meeting held in late November. The participants were the outreach team, state plans, governmental affairs, and communications. The result was a coordinated and collaborative action plan for the coming year.

In response to a question from the Governance Committee Chair, Sue Swenson, about preparing governors for state plan decisions, Mr. Buchanan said FirstNet is preparing for each state as a separate entity. He noted that each state has its set of influencers, key advisors, and constituents that will weigh in. This is what his planning activity is about for 2016: customizing activities to achieve the best result from each state.

Ms. Hilliard reported on the over 90 national events that Board and staff members participated in since the October Board meeting. The IACP (International Association of Chiefs of Police) meeting in Chicago in particular was widely attended with FirstNet participating in over 30 sessions there. She also reported out on a very successful October in-person SPOC meeting where 51 states and territories were represented.

Mr. Rich Reed, Director of State Plans, spoke next about some of the results from the data collection effort that was just closing at the time of the October Board meeting. He said FirstNet received data from 54 states and territories, seven federal agencies, 5400 individual files, totaling over 15 gigabits of data, covering 1,160 public safety-facing agencies across the country. The data accounts for approximately 1.6 million public safety personnel. He showed how diverse the data was in terms of formats that FirstNet received. He reported that the analysis of the data is ongoing but that FirstNet has had a conference call with each state to clarify and discuss each state's submission. The states' data will be available in the online readers' room, or bidders' library, to enhance offerors' responses to the RFP. The state data will also be used to develop a robust FY 16 consultation process.

Mr. Dave Buchanan then previewed the consultation process for 2016. He said there were four key elements to it:

- Hold a SPOC kick-off meeting early in calendar 2016
- Connect with state FirstNet governance bodies at their scheduled meetings
- Create consultation task teams, to involve state-based SMEs
- Schedule executive consultation meetings in the states

The next presentation came from Chief Technology Officer, Jeff Bratcher. He gave a staffing update summarizing the new CTO hires since the last Board meeting. He gave an update on the Early Builder projects which are completing their network builds, and are at different stages of testing Band 14 service. He also mentioned progress on the PSAC tasking areas. Ms. Swenson asked a question concerning PSCR funding of public safety related research topics of interest to FirstNet. Mr. Bratcher said that location-based services and mission-critical voice are high priority areas for PSCR that will be addressed with the \$100 million it recently received.

The last presentation to the committees was from FirstNet Chief Financial Officer, Ms. Kim Farington. She began with the results for the fiscal year end for '15, which finished with 96 percent of obligations being actually used. All variances throughout the year were within the Board-approved allowances, she said. The expenses lagged behind what was budgeted by 55 percent. She noted, however that the 45 percent remaining can be carried over into the new fiscal year. The lag was caused primarily by delays in the hiring process which took more time than anticipated to bring staff on board.

Ms. Farington offered a brief reminder to the Board members of the contents of FY '16 budget which was presented and approved the previous August. The budget is broken down by three work streams: acquisition, consultation, and corporate services. She summarized finance team initiatives such as the internal control program, and the FirstNet Financial Manual, both designed to improve financial management. Lastly, she looked forward to the completion of a five-year strategic plan for FirstNet which is in progress and will be presented at a future Board meeting.

**Votes Taken:**

The Committee voted to approve the minutes from the previous Committee meeting held on October 1, 2015.

The Committee voted to approve the changes to the Committee charter proposed by the Board Secretary.

**Meeting Adjourned:**

The Committee voted unanimously to adjourn the meeting.