

December 21, 2015

Dear State Single Point of Contact (SPOC):

Thank you again for all your efforts throughout the past 18 months that have enabled FirstNet to learn about the unique public safety needs in your State and have made FirstNet's Consultation Program a success. We have taken many of the lessons learned from our ongoing dialogue with you and your counterparts throughout the country to help shape FirstNet's 2016 Consultation Program, which we are officially launching with this letter. We are confident that our consultative efforts this year will represent increased information sharing, an expanded coordination of efforts, and enhanced dialogue with you and the public safety representatives in your State, which will help you in your work to prepare for the FirstNet network.

In our planning for 2016, FirstNet has developed three goals to guide our consultation activities next year. These goals include: (1) expanding outreach and education with state/territory, tribal, local, and public safety entities, (2) obtaining state and territory input to inform State Plans and network deployment policies, processes, and procedures, and (3) preparing key decision-makers for State Plan delivery and network deployment.

To achieve these ambitious goals, we have highlighted four major milestones below for the State and FirstNet to achieve. We believe these activities will provide important contributions to inform the State Plan process.

#### ✓ **Schedule a FirstNet/SPOC Kick-Off Meeting**

In this engagement, FirstNet staff will meet with the SPOC to discuss the 2016 consultation approach and plan for outreach engagements throughout the 2016 calendar year. FirstNet Regional Leads will contact SPOCs over the next four weeks to schedule these engagements, which we anticipate will begin in January 2016. Appendix B provides a checklist of items that will be discussed at this meeting. This meeting, which may be held in person or telephonically, will be beneficial to both the State and FirstNet to aid our preparation and collaboration for the year.

→ **ACTION:** FirstNet Regional Lead will contact the SPOC in December 2015 or January 2016 to schedule this meeting.

#### ✓ **Coordinate Participation in Governance Body Meetings**

FirstNet staff would like to attend and participate in at least one of your scheduled Governance Body Meetings in the first half of 2016. The purpose of this engagement will be to follow up on the Initial Consultation Meeting, bring new information about the FirstNet request for proposal to the State, continue to build relationships, and discuss any opportunities or barriers to implementation you see in your State. This will also be an opportunity to start planning for the Executive Consultation Meeting later in the calendar year.

→ **ACTION:** FirstNet Regional Lead will contact the SPOC to request participation in an upcoming Governance Body Meeting.

#### ✓ **Establish Consultation Task Teams (CTT)**

FirstNet would like to continue to consult with States on critical policies and procedures for the nationwide network, such as issues around public safety grade (PSG) and quality of service, priority and preemption (QPP). The FirstNet Public Safety Advisory Committee (PSAC) assembled task teams



of subject matter experts to provide initial advice and recommendations on these issues. FirstNet would like to explore further with the States the critical factors to be considered regarding each issue at the state and regional levels.

→ **ACTION:** FirstNet will hold a CTT Kick-Off Webinar for SPOCs and their CTT teams and distribute the participant packets and worksheets in early 2016 to provide background and details for this activity. States are encouraged to convene subject matter experts around these topics to provide input and feedback to inform the FirstNet network policies and procedures. SPOCs can now begin to consider how they want to participate and determine the make-up of their State-specific CTTs related to these two topics. Regional webinars will be scheduled later in the year to provide States ample time to convene their CTTs and complete and submit their worksheets in advance of the webinars.

### ✓ **Schedule an Executive Consultation Meeting**

FirstNet would like to hold a consultation meeting with the key executives, public safety officials, and tribal leaders in your State that are important to the State Plan decision and network deployment. The goals for this meeting are to provide the State with the most up-to-date information on the FirstNet request for proposal, State Plan, network deployment, and FirstNet's value to public safety and business model. We also expect to continue the dialog about opportunities and challenges you see in your State as we drive toward delivery of your State Plan.

The desired outcome of this 2-3 hour, executive-friendly engagement is to continue to inform the decision-making of key influencers and decision-makers in the State in advance of the delivery of a State Plan to the Governor and to continue to strengthen relationships. Appendix C provides a draft agenda and suggested list of attendees for this meeting.

→ **ACTION:** During the SPOC kick-off meeting, FirstNet and the SPOC will begin to discuss potential dates for this meeting to be scheduled in the second half of the year and how to ensure that the key decision-makers identified in the State Plan review process are invited and are likely to attend.

We are looking forward to our ongoing consultation efforts with you in 2016. We have designed the consultation activities to maximize your inputs to inform the state plan process. These collaborative events for the next year are intended to be helpful to you as you prepare for the FirstNet decision. As FirstNet continues to evolve and grow, your FirstNet Regional Lead will play an increasingly greater role in fulfilling FirstNet responsibilities with your State. The FirstNet Regional Lead will be your primary contact for scheduling and coordinating all 2016 consultation activities. Please feel free to reach out to your Regional Lead with any questions. Also, please always feel free to reach out to me directly with any questions or clarifications. Thank you again for your continuing hard work for your State and public safety.

Thank you and best regards,

David M. Buchanan  
Director of Consultation

#### *Attachments*

- *Appendix A: 2016 Consultation Overview*
- *Appendix B: SPOC Kick-Off Meeting Checklist*
- *Appendix C: Executive Consultation Meeting Draft Agenda and Suggested Attendees*
- *Appendix D: Regional Lead Contact Information*

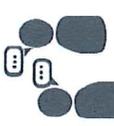
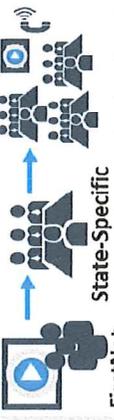


# Appendix A: 2016 Consultation Overview



## STATE ENGAGEMENT STRATEGY

The FirstNet State Engagement Strategy will be aligned with each point of 2016 Consultation, including timing of meeting with Governance Body, Executive Consultation meeting strategy, and Outreach targets (e.g., metropolitan areas, State associations, tribes, federal agencies, and key executives/decision makers/champions).

SPOC	Governance Body	Consultation Task Teams (CTT)	Executives
 <p>Regional Lead ↔ SPOC</p> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>FirstNet distributes 2016 Consultation Package</li> <li>Regional Lead works with SPOC to schedule in-person Kick-Off Meeting</li> </ul> <p><b>Consultation Activity</b></p> <ul style="list-style-type: none"> <li>✓ <b>SPOC Kick-Off Meeting:</b> FirstNet meets with SPOC to discuss and document 2016 outreach goals and activities for State Engagement Strategy</li> </ul> <p><i>Align State Strategy for Shared Approach on Consultation Activities and Outreach</i></p>	 <p>Regional Lead ↔ Governance Body</p> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>Regional Lead works with SPOC to identify date to attend Governance Body Meeting</li> </ul> <p><b>Consultation Activity</b></p> <ul style="list-style-type: none"> <li>✓ <b>Governance Body Meeting:</b> FirstNet presents update, continues consultation, and prepares for Executive Consultation Meeting</li> </ul> <p><i>Continue Consultation and Prepare for Executive Consultation Meeting</i></p>	 <p>FirstNet Webinar State-Specific Discussion Regional CTT Webinar</p> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>FirstNet hosts national webinar with SPOCs to introduce topics</li> <li>FirstNet distributes participant packet</li> <li>SPOCs form CTTs to discuss topics</li> </ul> <p><b>Consultation Activity</b></p> <ul style="list-style-type: none"> <li>✓ <b>CTT Regional Webinars:</b> FirstNet facilitates regional CTT Webinars on topics and compiles input</li> </ul> <p><i>Engage CTTs to Inform Network Deployment Policies, Plans, &amp; Procedures</i></p>	 <p>FirstNet and Key Decision Makers</p> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>FirstNet and SPOC determine attendees and timeframe for in-person meeting</li> <li>FirstNet coordinates meeting logistics with SPOC</li> </ul> <p><b>Consultation Activity</b></p> <ul style="list-style-type: none"> <li>✓ <b>Governor's Office Meeting</b></li> <li>✓ <b>Executive Consultation Meeting:</b> FirstNet presents materials at State-hosted Executive Consultation Meeting</li> </ul> <p><i>Prepare Executives for FirstNet Decision</i></p>



## Appendix B: SPOC Kick-Off Meeting Agenda and Preparation Checklist

The following agenda and checklist is provided to help States prepare for the SPOC Kick-Off Meeting. States are encouraged to use the checklist to guide their preparations to take the greatest advantage of the available time and to make the meeting as productive as possible.

Agenda Topic	Outcomes	Recommended State Preparation
<b>General Updates</b>		
<ul style="list-style-type: none"> <li>• FirstNet Update</li> <li>• State Update</li> <li>• State Issues/Opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Continued information sharing</li> </ul>	<ul style="list-style-type: none"> <li>✓ Be prepared to discuss issues, themes, and work completed since Initial Consultation Meeting</li> </ul>
<b>Consultation Planning</b>		
<ul style="list-style-type: none"> <li>• Governance Body Meeting topics, timing, and logistics</li> <li>• CTT topics, worksheet, process, timing, and format</li> <li>• Executive Consultation Meeting attendees, topics, timing, and logistics</li> </ul>	<ul style="list-style-type: none"> <li>• A mutual understanding of the State consultation approach</li> <li>• A roadmap to planning, organizing, and conducting consultation in your State</li> </ul>	<ul style="list-style-type: none"> <li>✓ Be prepared to identify Governance Body Meeting schedule and availability for Regional Lead to attend at least one meeting</li> <li>✓ Be prepared to discuss State's general plan to conduct State-specific CTT meetings on CTT topics</li> <li>✓ Be prepared to identify attendees and logistics considerations for Executive Consultation Meeting</li> </ul>
<b>Expanded Outreach Activities</b>		
<ul style="list-style-type: none"> <li>• FirstNet State Engagement Strategy</li> <li>• State's 2016 Outreach and Education Plan</li> </ul>	<ul style="list-style-type: none"> <li>• A mutual understanding of each other's 2016 plans</li> <li>• Aligned State and FirstNet outreach strategies</li> <li>• Complementary and collaborative efforts</li> </ul>	<ul style="list-style-type: none"> <li>✓ Be prepared to review the State's 2016 outreach and education strategy</li> <li>✓ Be prepared to consider and provide feedback on the FirstNet State Engagement Strategy</li> <li>✓ Be prepared to identify additional audiences and individuals to reach during FirstNet outreach events</li> <li>✓ Be prepared to identify State organized events where FirstNet attendees would be beneficial</li> </ul>

The FirstNet Regional Lead will gather all of these inputs into an updated FirstNet State Engagement Strategy that will guide all 2016 consultation and outreach activities in and with the State. The Regional Lead will update the State Engagement Strategy throughout the year.

## Appendix C: Executive Consultation Meeting Draft Agenda and Suggested Attendees



### Agenda FirstNet and State Executive Consultation Meeting Date (~2-3 hours)

<b>Welcoming Remarks</b>	<b>Presenter</b>
<b>FirstNet Updates</b> <ul style="list-style-type: none"> <li>• Acquisition</li> <li>• Value Proposition and Business Model</li> <li>• State Plan Framework</li> <li>• Roadmap to Developing State Plan and submitting it to the Governor</li> <li>• National, Regional and State CTT Feedback</li> </ul>	<b>FirstNet</b>
<b>State Updates</b> <ul style="list-style-type: none"> <li>• State Firstnet-related activities</li> <li>• State Plan Decision Factors and Concerns</li> <li>• Questions</li> </ul>	<b>State</b>
<b>Discussion</b> <ul style="list-style-type: none"> <li>• Opportunities</li> <li>• Road Blocks</li> <li>• Issues</li> </ul>	<b>State and FirstNet</b>
<b>Next Steps</b>	<b>FirstNet</b>
<b>Closing Remarks</b>	<b>State and FirstNet</b>

#### Suggested Attendees

To determine the best attendees for your State's Executive Consultation Meeting, we will take time during the SPOC Kick-Off meeting to work with you to identify key decision-makers in your State. The types of individuals that might be included in that list include (but are not limited to):

- SPOC
- Governance Body Members
- Elected Tribal Leaders
- Governor's Staff (e.g., Chief of Staff, Cabinet Secretary, advisors)
- Governor's Public Safety, Technology, and Legal Related Cabinet (e.g., Chief Information Officer, Director/Secretary of Public Safety, Director/Secretary of Homeland Security, Director/Secretary of Emergency Services, Director/Secretary of Public Works, Director/Secretary of Transportation, Attorney General)
- Metropolitan Public Safety Leaders
- Rural Public Safety Leaders

