

## MEETING MINUTES

**When:** Wednesday, June 23, 2004 – 1:30 to 3:00 pm  
**Where:** Baker - Alexandria, VA  
**Purpose:** Improve communication between the NSP and Region IX IDIQ contractors and discuss the process for obtaining information and data from the NSP for DFIRMs  
**Who:** Pernille Buch-Pedersen and Spencer Wiley, Baker; Jerry Sparks and Eric Simmons, Dewberry (Andrea Ryon was unable to attend)

As part of two ongoing Region IX Joint Venture (JV) contracts (MAPIX-M and RMT/URS), Dewberry has been asked to lead coordination between these JVs and the National Service Provider (NSP). In addition, Pernille wanted to discuss procedures for ensuring the NSP is kept properly notified of map actions produced by the JVs, especially preliminary and effective dates.

Pernille informed Jerry and Eric that Travis Clark of Baker is the Regional Management Center (RMC) lead for Region IX and will be moving to Oakland, CA this October. Pernille added that the NSP is being tasked by FEMA HQ to do QC reviews of preliminary panels and databases produced by FEMA contractors, including the MCCs, and CTPs. These reviews are planned to be held in parallel with community reviews because they don't want to delay the process. Jerry asked about directive/guidance and Pernille mentioned that she believed this would be coming.

Pernille brought up the Honolulu and Pima County preliminaries because she felt there could have been better coordination. Jerry mentioned that we are committed to working with the NSP to make the process go smoothly in the future. Regarding the possible requirement of depicting a hydraulic baseline in addition to aerial imagery for reaches studied in detail, Pernille said she does not believe something in writing will be coming from FEMA. Jerry mentioned a Pima County community meeting is scheduled for the following week; Jerry will update Pernille and provide notice if the April 23, 2004, cut off date for including additional LOMRs is extended.

Jerry suggested a monthly meeting between Dewberry and Baker/RMC be held to coordinate ongoing Region IX actions. Regarding the process for obtaining information and data from the NSP, Pernille said that these requests should go to the RMC (i.e., a similar procedure should be followed for all regions) and Electronic Data Request (EDR) forms should be used. Pernille said she will brief Travis Clark on this meeting, and it is okay for Dewberry to contact him for data and information related to FEMA-contracted projects. Eric distributed a draft document listing information and data typically needed from the NSP from a regional contractor producing DFIRMs. Pernille mentioned that she will evaluate if the EDR form needs updating. Eric asked Pernille about mapping standards for Indian Nations. Pernille said that she believes these jurisdictions recently received CIDs; Pernille said she would research and update the group.

**Action** Pernille – Evaluate modifying the EDR form to support the needs of IDIQ contractors.

**Items:** Pernille – Update Travis Clark on this meeting and how information and data requests from MAPIX-M and RMT/URS contractors will go to the RMC -Travis Clark.  
Jerry – Ensure a copy of future MAPIX-M and RMT/URS-produced preliminaries are mailed to the RMC -Travis Clark.  
Jerry – Updated Pernille on the Pima County community meeting.  
Pernille – Check into CIDs for Indian Nations and the standards of how Baker has mapped Reservations in the past and update Eric.

**Attachments:** Updated table titled, *Information and Data Typically Needed From NSP at Proposal Stage, Task Order Initiation Stage, etc.*

**Information and Data Typically Needed From NSP at Proposal Stage, Task Order Initiation Stage, etc.**

(1) Task Order Proposal Stage

Information Type	NSP Contact for Region IX	Means of Request
Whether or not digital data is available? CADD DFIRM (dgn) FIS Narrative (MS Word) Flood Profiles (dxf) Floodway Data Tables (MS Word) Annotated FIRM Panels from LOMRs (dgn) Existing H&H/Remapping Data	RMC Lead (currently Travis Clark)	Email request
Has a paneling scheme been developed?	RMC Lead (currently Travis Clark)	Email request
Summary of needs within MNUSS	RMC Lead (currently Travis Clark)	Email request

(2) Task Order Initiation Stage

Information Type	NSP Contact for Region IX	Means of Request
All available digital data	RMC Lead (currently Travis Clark)	Email request
Effective modeling for restudy streams	RMC Lead (currently Travis Clark)	Email request with EDR form
Copies of LOMCs for remapped communities*	RMC Lead (currently Travis Clark)	Email request with EDR form
FBFMs, etc. not available from MSC	RMC Lead (currently Travis Clark)	Email request with EDR form
MNUSS Backup information	RMC Lead (currently Travis Clark)	Email request

\*The NSP should bcc a LOMR to a regional contractor (IDIQ) issued for communities with ongoing DFIRM production by the IDIQ

(3) Subsequent Stage

Information Type	NSP Contact for Region IX	Means of Request
LOMAs/LOMR-Fs files along restudies	RMC Lead (currently Travis Clark)	Email request with EDR form
Flood Profile Originals	RMC Lead (currently Travis Clark)	Email request