IATS Conference Call Notes	IATS MS TEAMS Meeting
25th of August 2021 *(4th WEDNESDAY of every MONTH)* **TIME: 1000 MOUNTAIN TIME** **Interagency Aviation Training Subcommittee** **(IATS) NWCG/NIAC**	**Join on your computer or mobile app** Click here to join the meeting Learn More	Meeting options **IATS SHAREPOINT / TEAMS** **(Notes/RFC/Docs):**

AGENCY	ATTENDEES	ALTERNATE (Approved)	ROLL CALL X
PRIMARY			
USFS-RASM	Kyle Tolosano		**X**
BIA-Chair	Jason Petruska		
BLM	Kirk Rothwell	Mike Bradley	**XX**
OAS-Vice Chair	Amy Kazmier		**X**
NPS	Glenn Kessler	**Nic Strohmeyer**	**X**
USFS-ATPM	Tori Leshuk		**X**
USFS-HOS	Nathan Alexander		**X**
USGS	**Bill Christiansen**	Lisa Faust	**?**
FWS /FWS-Alaska	Tom Greil	Julie Vorachek	
USFS-FHP	Jeff Mai	Scott Sontag	
BSEE	Andrew Wareham	Michael Jordan	**XX**
USBR	Dave Rosser		**X**
OSMRE	Lukus Monette		**X**
ASSOCIATE			
OAS-UAS	Colin Milone		**X**
OAS-TB Chief	Woody Kessler		**X**
OAS-IAT Webmaster	Louise Bruck		**X**
OAS-Notetaker	Cheryl Giffen		**X**
GUESTS/SME			
OAS-Project Coordinator	Anissa Derrick		**X**
NWCG Coordinator	Chris Marks		

IATS MEMBER/GUEST	IATS AGENDA *IATS SharePoint AUGUST Docs-LINK*	# RFC
Vice Chair	• Review and Concurrence of JUNE NOTES Received, Thank You*!!* • RFC Approvals 21-02,03, 04 and Notes sent to NWCG (Cheryl) New IATS Member Kyle Tolosano, replacement for Sean Aidukas (USFS RASM) while he is on detail until November? kyle.tolosano@usda.gov 530-605-7334 Chris Marks (NWCG Coord)-contact to see availability for September (Jason/Amy)	

OAS-Anissa Derrick	• Updates on ACE (PENDING Dates)
	  - Anchorage March 7-11th, 2022
	  - San Diego March 11-15th, 2022
	We are not sure about SPRING ACE Events
	See **OAS Training Branch Monthly Training Project Status**
	Heli Expo – March 7-11th – per Nick Strohmeyer	

OAS – Louise	• IAT News: Compliance email students notify UATA's monthly. 1st of the month gathers training info sends out one email to UATA telling the process ran and emails were sent by checking reports tab. Student will get email on training plan and what is expired. It also shows if something is coming due. **UATA –** Compliance email sent can look at history. Current groups that are testing this right now Parks, FHP, BSEE, Alaska, USGS and Cascades. See **OAS Training Branch Monthly Training Project Status-IAT Website Projects**	**20-02**

Vice Chair	**IATS Members:**
	1. Review of the RFC Table (Cheryl)
	  • Concurrence/Quorum (see definition below)
	  • REPLIES TO ALL IATS -please
	
	2. Clarification of Primary Members/ Alternates Concurrence/Decisions; Primary Members with Alternates to Email Intent of Alternates to Jason/Amy/Cheryl, to be filed in the IATS Sharepoint
	
	3. Review of past IATS Chair, Vice Chair (Amy)	

- Jason will NOT be available as Chair beyond his 2nd year, ends December 2021,
- Discuss Vote of next IATS Chair and Vice Chair.
  -Kirk votes for NPS as Chair per email to IATS

Tori ok with Chair nomination for IATS, Vice Chair TBD

NWCG Committee Roles and Membership Information (recommends Chair/Vice-Chair rotation every two years)

Course Steering Committee Guidance and Templates:https://www.nwcg.gov/committee-roles-membership-information#CSC

In addition to the above Meeting Standards, specific Standard Operating Guidelines (SOGs) have been developed for Course Steering Committees (CSC). The SOGs and the Agenda and Notes Template are meant to serve as tools to assist the CSCs, and are provided in Word format to allow for adjustments specific to each CSC.

CSC Standard Operating Guidelines (docx)

2016 IATS Letter of Intent
5. Organization Structure and Relationships

The Subcommittee consists of primary members representing the USDA Forest Service, DOI Office of Aviation Services, Bureau of Indian Affairs, Bureau of Land Management, US Fish and Wildlife Service, National Park Service, US Geological Survey, Office of Surface Mining, Bureau of Safety and Environmental Enforcement and Bureau of Reclamation, Bureau of Ocean Energy Management, States. One of the primary member's serves as chair and another as vice-chair or co-vice chair if agreed to by the Subcommittee.

The chair will serve a two-year term. It is desired the vice chair assume the chair position at the end of the chair's two-year term. **Chair will be nominated and elected by the Subcommittee primary voting members. The vice-chair will be appointed by consensus of the primary voting group.**

Historic Perspective of past IATS Chair / Vice Chairs:

2020-2021: Jason Petruska (BIA) Chair / Amy Kazmier (OAS) Vice Chair

2019: Lea Weinkauf (USFS-RASM) Chair /Jason Petruska (BIA)/Amy Kazmier (OAS) Co-chairs

2015-2018:
Kirk Rothwell (BLM) Chair / Cathy Barta (OAS) / Jeff Mai (USFS-FHP); Vice Chairs: (Amy Kazmier replaced Cathy (OAS) 9/2016)
2014 APRIL Notes: IATS Chair: Donna Kreiensieck (USFS) 2 years IATS vice-chair: Meg Gallagher (NPS) 2 years

2013 IATS Co-Chair: Donna Kreiensieck (USFS) vice Kirk Rothwell (Nov Notes):: Chair Craig Cook (BIA) Chair; Co-Chair: USFS vacant, filled by Kirk Rothwell (BLM) (Spring-April Notes.

	2012: Kirk Rothwell (BLM) Chair 2011: Kirk Rothwell (BLM) Chair / Craig Cook (BIA Co-Chair) 2010: Jill McCurdy (USFS); Glen Claypool (BLM) February Meeting notes: "*Discussed/reminded that we will need someone to step up for the Chair & Co-Chair positions at our May meeting. Nobody was jumping at the opportunity. If you don't show up to the meeting you just may get nominated*". 2008-09: Jill McCurdy (USFS) Chair / Scott McDermid (USFS) (Co-Chair) 2007-08: Glen Claypool (BLM) Chair, Jill McCurdy (USFS) Vice-Chair 2006: Glen Claypool-Chair (BLM); Barb Hall (USFS) Vice-Chair 2003-05: IAT Steering Committee: Kris Damsgaard (Chair, AMD-DOI-AM) 2001-02: Interagency Aviation Training and Qualification Working Team (IATQWT) Dennis Hulbert (Chair)	
Vice Chair/Bradley	**IATS Members BIO: (located in AUGUST Folder)** See Michael's example 1. Geographic location at the beginning of your life? 2. How you started your career in the Agency/Bureau you work for currently? 3. How you got involved in Aviation? 4. What you value personally, not associated with work? **Email** to Amy/Cheryl to be consolidated and shared at next IATS Meeting (Michael, Amy, Cheryl have updated there BIO's)	
IATS SUBGROUP UPDATES		
UAS Subgroup-Colin Milone	Colin to share list of participants, so IATS Chair can forward update to NIAC that IATS has approved this subgroup	
A219 Subgroup Nate/Cannon/Julie	Nate reached out to NWCG, waiting on answers by end of year. Nate to reconvene A219 Subgroup after fire season.	
NEXT IATS MEETING:	SEPTEMBER 22nd (4th Wednesday of the Month)	

QUORUM- A minimum of two-thirds of the NWCG primary members constitutes a quorum. A quorum is required to make decisions and/or direct actions.

Reference: Committee Roles and Membership Information

8.6 (13 IATS Members; BOEM and State, not filled)

Roll Call: X = Members Present; **BLANK** = ABSENT
GREEN - Decisions made
RED - ACTION Items Assigned
RFC - Request for Change
AIL - Action Item Log
Purple - Shout outs and gratitude

Minutes, Notes, Records

Meeting leaders should ensure that notes/minutes are taken during each meeting. Minutes must include:

1. Date, time, and location
2. Names of attendees
3. Main topics of discussion
4. Decisions made
5. Action items assigned.

Meeting minutes, agendas and attached documentation are considered records. NWCG records management procedures must be followed for appropriate creation, maintenance, and disposition of electronic and hardcopy meeting records.

Additionally, completed minutes must be emailed to the respective Coordinator for posting to the NWCG website.

https://www.nwcg.gov/committee-roles-membership-information#MeetingStdrds