

## IATS Fall Meeting Minutes

Fall Meeting 2021 10/26-10/28/21

(4<sup>th</sup> WEDNESDAY of every MONTH)

**TIME: 1000 MOUNTAIN TIME**

**Interagency Aviation Training Subcommittee  
(IATS) NWCG/NIAC**

## IATS MS TEAMS Meeting

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**IATS SHAREPOINT / TEAMS  
(Notes/RFC/Docs):**

AGENCY	ATTENDEES	ALTERNATE (Approved)	ROLL CALL X =present
<b>PRIMARY</b>			
USFS-RASM	Kyle Tolosano (Acting for Sean Aidukas on Detail)		xx
BIA-Chair	Jason Petruska		xxx
BLM	Mike Bradley	Kirk Rothwell – Technical Adviser	xxxx
OAS-Vice Chair	Amy Kazmier		xxx
NPS	Glenn Kessler		xxx
USFS-ATPM	Tori Leshuk		xxx
USFS-HOS	Nathan Alexander	Josh Ingle	xx
USGS	Bill Christiansen	Lisa Faust	xxxx
FWS /FWS-Alaska	Tom Greil	Julie Vorachek	xxx
USFS-FHP	Jeff Mai	Scott Sontag	xxx
BSEE	Andrew Wareham	Michael Jordan	xxxxxxx
USBR	Natalie Adams	Dave Rosser	xxxxxxx
OSMRE	Lukus Monette		xx
<b>ASSOCIATE</b>			
OAS-UAS	Colin Milone		
OAS-TB Chief	Woody Kessler		xxx
OAS-IAT Webmaster	Louise Bruck		xxx
OAS-Notetaker	Cheryl Giffen		xxx
<b>GUESTS/SME</b>			
OAS-Project Coordinator	Anissa Derrick		
<b>Roll Call: X</b> = Members Present; <b>BLANK</b> = ABSENT <b>10/27/21 – X</b> <b>10/28/21 - X</b> <b>10/29/21 - X</b>			

IATS MEMBER/GUEST	IATS NOTES <i>Fall Meeting 2021 Agenda</i>	# RFC
OAS-Kessler	<ul style="list-style-type: none"> <li>• Updates on ACE</li> </ul>	
Vice Chair	<ul style="list-style-type: none"> <li>• RFC's X 2 Helicopter Mgr-Resource A/S Path- Mike Bradley</li> <li>• Updates from NIAC meeting on Oct. 14<sup>th</sup> <ul style="list-style-type: none"> <li>• Updates on NWCG 310-1 and other training related docs</li> </ul> </li> <li>• IATS Chair/Vice Chair – Quorum defined</li> <li>• IATS Members Roles and Responsibilities <ul style="list-style-type: none"> <li>• NWCG Committee Roles and Membership Info.</li> <li>• 2016 IATS Letter of Intent</li> </ul> </li> <li>• A-219 (Helicopter Transport of External Cargo) Subgroup (Nate Alexander)</li> <li>• A-450 <u>Small Unmanned Aircraft System (sUAS) Basic Remote Pilot Course</u> Revision (Woody Kessler/Colin Milone)</li> <li>• Discussion on OAS Training Leader's Intent RE: NWCG Memo Regarding Training Delivery (Woody Kessler - OAS/IAT Memo?)</li> <li>• Review ALL IATS Requests for Change (RFC) – Outstanding, Pending/Approved (#20-12 etc.)</li> <li>• Action Item Log (AIL) Review</li> <li>• IAT Guide-revision</li> </ul>	
Vice Chair/Bradley	<p><b>IATS Members/Alternates/Associates and Guests BIO-UPDATED (Attached and located in IATS Sharepoint SEPTEMBER Folder)</b></p> <p>See Michael's example</p> <ol style="list-style-type: none"> <li>1. Geographic location at the beginning of your life?</li> <li>2. How you started your career in the Agency/Bureau you work for currently?</li> <li>3. How you got involved in Aviation?</li> <li>4. What you value personally, not associated with work?</li> </ol> <p><b>Email your BIO (if you haven't already) to Cheryl to be consolidated and shared at each IATS Meeting as they are received.</b></p> <p><i>Thank you to Mike B., Amy, Cheryl, Tori, Lukus and Jeff, Kirk, Nate, Drew, Natalie, and Michael J. for sharing your BIO.</i></p>	
<b>IATS SUBGROUP UPDATES</b>		
UAS Subgroup- A-450 Colin Milone		

<b>A219 Subgroup Nate/Cannon/Julie</b>		
<b>All Members</b>	<b>Round Robin (related to Aviation &amp; Training)</b>	
<b>NEXT IATS MEETING:</b>	<b>January 26th</b>	

**Vice Chair/Amy Kazmier – Review of IAT Course Update Summary  
see IATS > NIAC Memo and DRAFT IATS NWCG 310-1 Positions Affected V4**

**A-207 – Aircraft Flight Scheduling Title and Content revision: Mission Scheduling and Coordination**

**A-107 – Aviation Policy and Regulations I:** to be removed January in IAT Guide and NWCG 310-1; **Basic aviation policy** overview included in the A-100

**A-103 – Title and content** revision to: **Temporary Flight Restrictions and Advisory Notices to Airmen (NOTAMs)**; previously: FAA NOTAM System.

**A-104 – Overview of Aircraft Capabilities and Limitations REMOVED, combined with A-204**

**A-116 – General Awareness Security Training; REMOVED** is now part of A-100 Basic Aviation Safety

**A-109 – Aviation Radio Use - Content Revised;** available Online only

**A-110 – Aviation Transportation of Hazardous Materials (HAZMAT) “If applicable”** – removed from IAT positions; if it was listed for a position, it is now required, **updated** passing score is now 80%

**A-112 – Mission Planning and Flight Request Process:** Being reviewed for revision

**A-200 – Mishap Review - Facilitator Guide** available

**A-203 – Basic Airspace;** Content Revision

**A-204 – Manned Aircraft Capabilities & Limitations;** Previous Title: Aircraft Capabilities and Limitations Title updated; incorporates **A-104**

**A-225 – IAT Instructor Update;** Offered every month to new (trainee) and existing IAT Instructors (reqd. every 3 years)

**A-305 – Risk Management II;** Offered 11/3 virtually; **see future offerings on Currently Available Webinar Courses**

**A-307 – Aviation Policy and Regulations II;** Offered 11/4 virtually; **see future offerings on Currently Available Webinar Courses**

**A-309** Now 3 hours instead of 2 for Virtual Offerings and classroom

**A-311 – Aviation Planning;** Offered 10/28 Virtually; **see future offerings on Currently Available Webinar Courses**

**A-314 – Aviation Program Overview for Forest Service Agency Administrators and Supervisors** - Field test, betas scheduled in November Tori’s team still refining. When complete Tori will update Louise so she can update IAT Site.

**Vice Chair – Amy** discussed IATS Memo to NIAC IAT/NWCG positions affected per the above IATS Course revisions **DRAFT IATS NWCG 310-1 Positions Affected V4**

Vetting was with IPSC, Vice Chair – Mike Black, previous 310-1 Steward and IQCS Steward. IAT/ NWCG 310-1 Full Picture presented to NIAC. Person presenting RFC can present future RFC’s to IATS with a thorough review on Systems and Positions Affected.

**Woody – Suggests** Capturing the process for future chairs, all systems effected. Add systems (IAT, OPM-04, OPM-22, NWCG 310-1 & Supplement, FSFAQG, IPQG) effected to RFC form. Add 2<sup>nd</sup>

page Instruction sheet for RFC systems affected and vetting with IPSC, IQCS etc. and send to NIAC for Approval if IATS concurrence received. (AMY)

**NIAC – NWCG 310-1 Positions Oct. 2021:**

Initial Attack Dispatcher (IADP) / Aircraft Dispatcher (ACDP). A-courses for IAT Aviation Dispatcher were adopted, except A-112. Basically, all the A-courses required for the IAT Position: Aviation Dispatcher are split up between the two NWCG positions: IADP and ACDP. See <https://www.nwcg.gov/positions>

**IATS: 3 – IAT courses left to be revised and then all of the A- courses will be completed!!**

Course remaining:

- A-202 Interagency Aviation Organizations (Cannon M)
- A-218 Aircraft Pre-Use Inspection (Ryan S),
- A-112 Mission Planning and Flight Request Process (Dave K)

**Tori Leshuk – New Chair 2022**

**Mike Bradley – Vice Chair 2022**

**Roll Call:** X = Members Present; **BLANK** = ABSENT

**GREEN - Decisions made, ACTION Completed**

**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#MeetingStdnds>

**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)**

IATS Intent Document 2016

### **5. Organization Structure and Relationships**

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.